

THE
CIVIL SERVICE REGULATIONS

RELATING TO

SALARY, LEAVE, PENSION AND TRAVELLING
ALLOWANCE

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GOVERNMENT OF INDIA
FINANCE DEPARTMENT

THE

CIVIL SERVICE REGULATIONS

RELATING TO

SALARY, LEAVE, PENSION AND TRAVELLING
ALLOWANCE



Fifth Edition, corrected up to 1st April 1910

CALCUTTA
SUPERINTENDENT GOVERNMENT PRINTING, INDIA
1910

Price Rupees Two, or Three Shillings, with Appendices

GENERAL ARRANGEMENT.

PRELIMINARY—

Part I —PRELIMINARY.

GENERAL CONDITIONS—

Part II —RULES REGARDING PAY AND ALLOWANCES

Part III —LEAVE RULES

Part IV —ORDINARY PENSIONS

Part V —RULES APPLICABLE TO SPECIAL DEPARTMENTS OR SPECIAL OFFICERS

Part VI —WOUND AND OTHER EXTRAORDINARY PENSIONS

Part VII —FOREIGN SERVICE AND SERVICE UNDER LOCAL FUNDS

PROCEDURE—

Part VIII.—RECORD OF SERVICE

Part IX.—PROCEDURE RELATING TO LEAVE

Part X —PROCEDURE RELATING TO PENSIONS

TRAVELLING ALLOWANCES—

Part XI —REGULATIONS RELATING TO TRAVELLING ALLOWANCES

APPENDICES AND FORMS—

Part XII —APPENDICES

Part XIII —FORMS

CALCUTTA
FINANCE DEPARTMENT.

Dated the 1st April 1910

The Fifth Edition of the Civil Service Regulations now published supersedes the Fourth Edition which should no longer be quoted. The numbering of the Articles and of the Appendices has been maintained.

2 Certain Articles and entries in various Appendices which were clearly obsolete have been removed from the Edition now published, also some Articles and Appendices referring only to matters of interest to particular Provinces have been removed from the Civil Service Regulations and embodied in the manuals of Civil Account Officers of the Provinces concerned.

3 In the course of revision the following omissions, modifications and additions of general application have been made

Articles which have been cancelled—200, 524, 542, 914(b) Note, 1048, 1146, 1150—1157

Articles which have been modified—8 (m), 33, 64, 88, 85, 199, 267, Rule 1, 314 (b), 442 (c), 466, 475, 510, 513, 514, 520, 521, 525, 643, 739, 740, Note under 7b3 A, 755, 757, 761, 787, 874, 938, 999, 1004, 1042(b), 1076, Exceptions, 1083, 1090, 1127, 1133, 1148, 1149

New Articles—29 A, 29 B, 78 A, 80 Note, 81, Note 2, 84 A, 348 A, 403, Note, 404, Note, 782 A, 782 B

J S MESTON,

Secretary to the Government of India

PART I.—PRELIMINARY.

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CIVIL SERVICE REGULATIONS

RELATING TO

SALARY, LEAVE, PENSION AND TRAVELLING ALLOWANCE.

PART I—PRELIMINARY.

Chapter I.—General Scope.

No. 202.

Page 1 Article 1

Insert the following as note to this Article —

NOTE.—[The pay and allowances (except travelling allowances) pension and leave of officers of the Royal Indian Marine holding shore appointments are governed by the Marine Regulations]
(5th Edition, No. 100 dated 3-10-11)

Individuals are not included in them, but have been framed so as to embody all allowances, the leave and leave allowances of officers, the conditions of whose service in respect to these

the proper channel. Until so confirmed, it should be considered as not in force

2. The rules which apply to the ordinary Civil establishments of the State apply also to officers employed under the Military and Marine Departments and under Local Governments whose service does not qualify under the Army or Marine Regulations. The rules in Part VII apply to all officers in the service of the British Government

3 The Travelling Allowance Regulations in Part XI apply to Military officers in the Army Secretariat of the Government of India, Chaplains of the Church of Scotland except when on service with a regiment in the field, and all officers in Civil employ, except those officers of the Royal Indian Marine to whom the Travelling Allowance rules in the Marine Regulations (see Section III, Volume I, Part II) apply

Except in cases in which it is otherwise provided in the Military Regulations or in which it may be otherwise specially sanctioned by the Government of India the travelling allowance of clerks in all Military offices is governed by the Regulations in Part XI

... from a despatch from the Government of India relating to the rights reserved by the Government of India in the matter of the ...

Despatch from Secretary of State, No. 1, dated 17th October 1911

"You remark that you are unable to admit any claim on the part of the Government of India to compensate those officers for the indirect and remote effects of administrative measures which it has been considered necessary to adopt in the interests of the public generally, and that it would be extremely inconvenient, if not wholly impracticable, to carry out every change to consider every possible effect, however remote, which such changes might have on the prospects of every officer in the service."

"I concur in the sentiment expressed by your Government in this matter. If administrative reforms would be rendered impossible if the Government were fettered by considerations such as those above referred to."

Resolution No. 453, dated 13th December 1911

"The Government of India have always been careful to exercise the right of altering rules with due consideration for the rights of their servants. The only case ever advanced to them ..."

... in determining whether some compensation ought not to be granted in the particular instance."

Chapter II.—Definitions.

5. Unless there be something repugnant in the subject or context, the terms defined in this Chapter are used in the Regulations in the sense here explained

6. Absentee means an officer absent from an appointment on which he has a lien, either on leave or on deputation to another appointment, whether permanent or temporary, or on special duty unconnected with his own appoint-

PART I

ment, or on joining time during transfer to another appointment, or under suspension

7 Accountant General includes " Comptroller General and " Comptroller "

8. Active Service includes, besides time spent on duty in India,—

(i) Privilege leave and Subsidiary leave

(ii) Examination leave under Articles 279 and 280 provided that not more than twelve months of such leave can be so reckoned, and that leave under clauses (a) (ii) and (b) of Article 280 is not reckoned as Active Service unless the officer passes the examination for which the leave is granted Leave under Article 281 also counts as Active Service provided that the officer successfully passes the examination for which the leave is granted

(iii) Time spent on the voyage to India by an officer who is recalled to duty before the expiry of any recognised leave out of India, provided his return to duty is compulsory (see Article 199)

(iv) For purposes of pension the period of absence from India of an officer deputed or detained out of India on duty

9 In the case of a member of the Indian Civil Service Active Service includes also—

(i) The interval between the date of an officer's first arrival in India and the date on which he joins his first appointment,

No 349

Page 3 Article 9

Insert the following Note under clause (i) of this Article

NOTE —(This clause applies to Military Officers subject to the Civil Leave Rules)

(5th Edition No 349 dated the 10th June 1914.)

— — — — —
 Civil Department or from the date of completion of three years' continuous officiating service in the Civil Department, whichever may be the earlier

A continuous service Royal Engineer Officer becomes subject to the Civil Leave Rules from the date of entry into permanent Civil employ if it is subsequent to the date of his election for continuous Indian Service, or from the date of such election if it is subsequent to the entry into permanent Civil employ

A non continuous service Royal Engineer Officer becomes subject to the Civil Leave Rules, if he elects these rules, from the date of entry into permanent

4 *Cancel this Article, as amended by correction slip No 111 dated the 1st March 1911.*

(1111) M 325, dated the 17th June 1914)

Add the following to this Article :—

Cantonment Magistrates do not become subject to the Civil Leave until after the expiry of three years from the date of their sub-
 stituentment to the Cantonment Magistrates' Department
 (1111) M 325 dated 17th June 1914)

provided they reached India on or before the 1st of December of the year in which they passed out of College

12 In the case of officers of the Telegraph Department appointed from the Royal Indian Engineering College at Coopers Hill, from the years 1883 to 1891, both inclusive, Active Service includes also the whole period from date of appointment to the service to date of joining their appointments in India, provided they reached India within the period named in their letter of appointment, otherwise from date of arrival in India

13 Actual Travelling Expenses when used in Part XI, means the actual cost of locomotion for an officer himself, his servants, and personal luggage, including charges for ferry and other tolls, and for carriage of camp equipment (when necessary), but not including charges for hotels, dāk, bungalows, or refreshments, or for the carriage of stores or conveyances, or for presents to coachmen, nor any allowance for such incidental losses or expenses as the breakage of crockery, the wear and tear of furniture, the entertainment of additional servants and the like

14 Age—When an officer is required to retire, revert, or cease to be on leave, on attaining a specified age the day on which he attains that age
 cease
 T

15 Audit Officer means the Account and Audit Officer, whatever official designation, in whose circle of audit, a public servant is serving or respect to verification of service) has served, i.e.,—

For service in an ordinary Civil establishment—the Accountant Gen

„ „ the Public Works Department—the Examiner of P Works Accounts,

„ „ the Post Office Department—the Comptroller, or D Comptroller, Post Office,

„ „ the Telegraph Department—the Examiner of Tel Accounts,

„ „ the Military and Marine Departments—the Com of Military Accounts

„ „ under the Railway Department—the Exam Accounts of the State Railway concerned

16. **Average Salary** means the average of the salary which an officer has earned during so much of the three years preceding the day on which he gives up office as he has passed on duty or on privilege leave

NOTE 1.—[In the calculation of "Average Salary" "Privilege leave in case of regular vacations" on half pay granted under Articles 271 to 276 is treated as if it were on full pay]

NOTE 2.—[If the period spent by an officer on special duty in England is allowed to count for leave, it is included in the calculation of Average Salary, on the assumption that the officer drew full salary. Otherwise it is excluded in calculating Average Salary.]

NOTE 3.—[When Privilege leave is combined with other leave under Article 233, the calculation is made up to the day preceding the commencement of the Privilege leave.]

17. **Barrister** means a practising Barrister of England or Ireland and a practising member of the Faculty of Advocates of the Court of Session of Scotland. It does not include a person who, though a Barrister, has never practised the profession of Barrister

18. **Calendar Month**—The following examples show how a period stated in calendar months should be calculated —

Examples — A period of six calendar months beginning on the—

25th February

31st March or 1st April

23rd August

30th August or 1st September

A period of three calendar months beginning on the—

20th November

30th November or 1st December

ends on the—

27th August

30th September

23rd February

last day of February.

ends on the—

28th February.

last day of February

19. **Camp Equipment or Equipage** — "Camp equipment" includes tents and the requisites for pitching and furnishing them or where tents are not carried such articles of camp furniture as it may be necessary in the interests of the public service for an officer to carry with him into camp. "Camp equipage" means the apparatus for moving a camp

20. **Chaplain** when used in Part XI, includes any Minister of religion whether in Government service or not, performing under proper authority the duties of a Chaplain

21. **Consolidated pay** includes Military pay and allowances or Staff Corps pay which cannot be separately drawn

22. **Continuous Service and Continuous Active Service** mean the Service and Active Service of an officer since his last return from Furlough or Extraordinary leave lasting in either case more than three months, or, if he have not had such leave, since the beginning of his Active Service. No leave may be included in Continuous Service, except Privilege leave and Special leave, and in the case of a Royal Engineer who has elected for Continuous Service in India, Furlough on urgent private affairs under Rule XI of the Rules of 1868 [See Article 231]

23. Day —When used in Part XI, the term "Day" means a calendar day beginning and ending at midnight. But an absence from head-quarters which does not exceed 24 hours is reckoned as one day, at whatever hours the period begins and ends.

24. Extraordinary leave means Special Furlough granted under Rule 8 of the Military Furlough Rules of 1876, leave without allowances granted under Article 339 of these Regulations, and leave of absence from duty granted (see Article 332) otherwise than under the Leave Rules.

Example—Leave in extension of the three years allowable under Article 312

25. Family—When used in Part XI, "Family" includes the officer's wife, his legitimate children and step children residing with and wholly dependent on him, and also his parents, sisters, and minor brothers if wholly dependent on, and residing with him.

26 First appointment includes the appointment of a person not at the time holding any appointment under Government, even though he may have previously held such an appointment

27. Foreign Service means service under a Native State, Municipality, Port Trust, Court of Wards, or other body financially independent of the Government of India.

28. General Revenues for the purposes of pension includes Provincial Revenues and the Revenues of Mysore so far as regards service rendered in Mysore before the 1st October 1882, by Civil and Military officers who either

before that date

NOTE.—[The service in Mysore of Civil and Military officers as above described, became Foreign Service on the 1st October 1882.]

Appointments in the same Class are sometimes divided into "Grades" accord-

29A. Heads of Departments.—The term *heads of departments*

(a) The officers specified in Part I of Appendix 1A.

(d) Those specified in Part "A" of the Schedule to whom the Local powers of a Head c - s to the by the Government of India in the Finance Department No. 5525-Ex., dated the 19th November 1909.

29B. Imperial Branch or Service—The term applies—

- (1) to those services or branches of services, which are composed of gazetted officers recruited in England, *eg*, the Indian Civil Service, Military officers filling gazetted Civil appointments, and the "Imperial" as distinguished from the "Provincial" gazetted ranks of the Public Works Department, Forest, Indian Educational Service, Police, Agricultural, Civil Veterinary Departments,
- (2) to such appointments as are specially declared by the Government of India to be "Imperial" appointments

30 Indian Civil Service means the service formerly known as the Covenanted Civil Service

31 Lien on Appointment—When an officer is said to have a lien on

as the tenure of the appointment is. An officer may have a lien on an appointment without having actually joined it

32 (a) Local Allowance is an allowance not specially declared to be "Pay" or "Salary" given in addition to pay or salary either for duties which do not properly belong to an officer's office, or in consideration of exceptional local circumstances, such as the unhealthiness or expensiveness of the locality or duty, or the specially arduous nature of the work

(b) Subject to the provisions of Articles 62 and 267 to 270, a Local allowance is paid in full to the officer actually present on duty, and is not taken into account in calculating leave allowances or pension

33 Local Fund—The expression "Local Fund" denotes—

- (1) Revenue administered by bodies which by law or rule having force of law come under the control of Government whether in regard to the proceedings generally, or to specific matters such as the sanctioning of their budgets, sanction to the creation or filling up of particular appointments, the enactment of leave, pension or similar rules,

- (2) the revenues of any body which may be specially notified by the Government of India as such

34. Local Government—The Governments and Administrations, Departments and officers who, under these regulations, exercise, in full and in part, the powers of a Local Government are specified in Appendix I

35. (a) Military Officers—"A Military officer subject to the Civil Leave Rules" means a Military Commissioned Officer in Permanent Civil employ who is not subject to the Military Furlough Rules of 1868 nor to the British Army Leave Rules

(b) All Military officers in permanent Civil employ, who entered the Staff Corps or the Indian Medical Service after the 31st December 1875, or were

subject, previous to their entering Civil employ, to the Leave Rules promulgated by the Army Circular dated 6th April 1878 and continuous service Royal Engineer Officers in permanent Civil employ or non continuous service Royal Engineer Officers in permanent Civil employ, who after completing five years' Indian Service do not elect the British Army Leave Rules are "subject to the Civil Leave Rules."

(c) 'A Military officer subject to the Military Leave Rules' means a Military Commissioned Officer in permanent Civil employ who is subject to the Military Furlough Rules of 1878 or the British Army Leave Rules a Departmental Commissioned Officer a Commissioned Officer of the Indian Subordinate Medical Department or a Warrant Officer. Such an officer is not included in the term 'an officer' used in the Leave Rules.

NOTE.—[The term Military Commissioned Officer when used in these Regulations, does not include a Departmental Commissioned Officer or a Commissioned Officer of the Indian Subordinate Medical Department or a Warrant Officer.]

(d) All Military officers who were in Civil employ on the 30th December 1875 and have been since continuously in such employ are 'subject to the Military Leave Rules' excepting any who may have elected the Rules of 1875, before the 7th December 1877.

(e) The term 'all Military officers' means both Military officers subject to the Civil Leave Rules, and Military officers subject to the Military Leave Rules.

1. A Military officer in the Army Secretariat of the Government of India and a Military officer appointed from Military employment to be Private Secretary to a Lieutenant are not in Civil employ.

2. A Military officer who has officiated in the Civil Department continuously for not less than three years is considered to be in permanent Civil employ. The period of Foreign employment of an officer transferred direct from office to Civil employ to foreign service is included in officiating service but not furlough or leave (other than Privilege leave), which unless granted on medical certificate operates as a break cancelling past officiating service for purposes of this rule.

3. A Military officer does not come under the Civil Leave Rules by reason of his transferred to an appointment in the Civil Department of which the tenure is limited to a definite period. Such officers remain subject to the Military Leave Rules except as regards Privilege leave (see Article 241).

4. When a Military officer subject to the Civil Leave Rules is temporarily deputed to Military Department, but retains a lien on his appointment in the Civil Department the of his deputation qualifies for leave under the Civil Leave Rules.

5. An officer of the Indian Medical Service who is subject to the Civil Leave Rules becomes subject to the Military Leave Rules on promotion to the rank of Colonel Surgeon General.

36. Ministerial Officer means an officer, whether gazetted or whose duties are not of an administrative or executive character, but employed as a member of an office establishment.

Examples.—A Registrar an Accountant or a Clerk is a Ministerial officer. A Police Inspector or Constable or a Teacher in a school is not a Ministerial officer.

37. Native of India means any person born and domiciled within the dominions of His Majesty in India or within the territories of India tributary to or in alliance with, His Majesty, of parents habitually in India, and not established there for temporary purposes only.

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(c) "A Military officer subject to the Military Leave Rules" means a Military Commissioned Officer in permanent Civil employ who is subject to the Military Furlough Rules of 1868 or the British Army Leave Rules, a Departmental Commissioned Officer, a Commissioned Officer of the Indian Subordinate Medical Department or a Warrant Officer. Such an officer is not included in the term 'an officer' used in the Leave Rules

Note—(The term Military Commissioned Officer when used in these Regulations does not include a Departmental Commissioned Officer or a Commissioned Officer of the Indian Subordinate Medical Department or a Warrant Officer)

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(e) The term 'all Military officers' means both Military officers subject to the Civil Leave Rules and Military officers subject to the Military Leave Rules

1 A Military officer in the Army Secretariat of the Government of India and a Military officer appointed from Military employment to be Private Secretary to a Lieutenant-Governor are not in Civil employ

2 A Military officer who has officiated in the Civil Department continues to be subject to the Military Leave Rules

= temporarily deputed to Civil Department tho

3 A Commissioned Officer of the Indian Medical Service who is subject to the Civil Leave Rules becomes subject to the Military Leave Rules on promotion to the rank of Colonel Surgeon General

36 Ministerial Officer means an officer, whether gazetted or whose duties are not of an administrative or executive character, but who is employed as a member of an office establishment

Examples—A Registrar, an Accountant or a Clerk is a Ministerial officer. A Tax Collector, a Police Inspector or Constable or a Teacher in a school is not a Ministerial officer

37 Native of India means any person born and domiciled within the dominions of His Majesty in India or within the territories of Indian Princes tributary to, or in alliance with, His Majesty, of parents habitually resident in India, and not established there for temporary purposes only

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GENERAL ARRANGEMENT.

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Insert the words "the Joint Assistant Port Officer, Rangoon" after "Chittagong" in line 2 of this Article

(5th Edition No 22 dated 1-10-10)

43. **Progressive Appointment** means an appointment the pay of which is progressive, that is, pay which, subject to the good behaviour of an officer, rises, by periodical increments from a minimum to a maximum

NOTE —[For brevity sake a Progressive pay is described by three groups of figures namely, the minimum the increment and the maximum thus Rs 100—20—200 means a pay rising from Rs 100 by a yearly increment of Rs 20 to Rs 200]

44. **Public Conveyance** means a train, steamer, or other conveyance which plies regularly for the conveyance of passengers the term includes such conveyances as the "express" tongas plying between Simla and Kalka and palanquins plying in connection with the Pathan of Dalhousie Dhulikh

45. **Rule of Proportions**—Pension or leave allowances are said to be chargeable according to the "Rule of Proportions" when the charge is debit able to several accounts in the proportions in which in the case of pension, the aggregate pay drawn by the officer during the whole of his qualifying service has been paid from them or in the case of leave allowances, the aggregate salary drawn by the officer during the portion of his service immediately preceding the beginning of his leave which is taken into account in calculating the leave granted to him was charged to such several accounts

46. **Staff Salary** is an allowance to a Military officer in addition to the Military Pay and Allowances or the Staff Corps pay of his rank

47. **Statutory Civil Servant**—A Statutory Civil Servant is a Native of India who was appointed under Notification No 1534 of the Government of India, Home Department, dated the 22nd August 1879, to an office, place or employment referred to in section 8 of 33 Vict Cap 3

48. **Warrant Officer**—A Departmental officer with honorary rank or Warrant Officer includes all Departmental officers with honorary rank and Warrant Officers of all Indian Army Departments to whichever Military rules they may be subject These officers are —

(a) Departmental officer with honorary rank—

- (i) Deputy Commissary
- (ii) Assistant Commissary
- (iii) Deputy Assistant Commissary
- (iv) Senior Assistant Surgeon

Warrant Officer—

- (i) Conductor
- (ii) Sub Conductor
- (iii) Assistant Surgeon of the 1st, 2nd, 3rd or 4th class

PART II.—RULES REGARDING PAY AND ALLOWANCES.

GENERAL ARRANGEMENT

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PART II.—RULES REGARDING PAY AND ALLOWANCES.

Chapter III.—General Rules for regulating Allowances.

Conditions of Age and Health.

49. No person may be appointed to any office in India without a certificate (when necessary) by a medical officer in charge of a civil station or (in the case of a candidate for employment in a State Railway) of a State Railway. This certificate must be annexed to the first bill submitted for the pay of the officer. A similar rule is enforced by the Secretary of State in the case of persons selected by him for service in India.

I do hereby certify that I have examined *A B*, a candidate for employment in the Department, and cannot discover that he has any disease, constitutional affection, or bodily infirmity, except *such*. I do not consider this a disqualification for employment in the office of *such*. *A B* is a sound man, and is *such* years of age, and, by appearance, about *such* years of age.

The Government may, in any case, require a public medical officer to examine any candidate for any office, and may, if satisfied, dispense with the certificate of the medical officer in charge of the station, and may, if satisfied, dispense with the certificate of the medical officer in charge of the station, and may, if satisfied, dispense with the certificate of the medical officer in charge of the station.

No medical certificate is necessary upon an officer being appointed to any office inferior to Superior service, even though the officer while in inferior service may have been paid from a Local Fund.

51. A person whose age exceeds twenty five years may not ordinarily be admitted into the service of the State in Superior service without the sanction of the Head of the Department or a Commissioner of a Division, in the orders printed as Appendix 2. The ordinary limit is extended to

(a) thirty five years in the case of—

- (1) a person appointed to a judicial office in the Provinces or in Madras directly from the Bar.

(b) thirty years in the case of—

- (i) a person appointed to a Judicial office,
- (ii) Civil Assistant Surgeons in Burma who held Burma medical scholarships at the Calcutta Medical College,
- (iii) Candidates for admission to the Subordinate Civil Service in Burma by competitive examination

(c) twenty-eight years in the case of—

- (i) Civil Assistant Surgeons in the Bombay Presidency who had passed the previous Examination in Arts before taking the Medical Degree,
- (ii) Civil Assistant Surgeons in the Madras Presidency who had passed the First Arts Examination before entering on the course for the Degree of Licentiate in Medicine and Surgery, and those who had gone through the course for the Degree of Bachelor of Medicine before entering the service

NOTE.—[This Article does not apply to the employment in civil capacities of reservists and pensioners of the Native Army.]

Date of reckoning Allowances

52. (a) Unless it be otherwise provided by special rule or contract, the salary of an officer begins when he takes charge of the appointment in respect of which it is earned. If the charge is transferred after noon, the transfer does not affect allowances until the next day.

(b) If, however, an officer is changed while he is officiating as an officer, and is appointed, for the first time, provided that his tenure of his officiating appointment is not interrupted by his new service without joining it, the date on which he begins to draw pay shall be the later date on which he is appointed.

1 Pupils of the Civil Hospital Assistant class in Medical Colleges appointed to be Hospital Assistants are (subject to the proviso below) allowed to draw pay as lowest grade Hospital Assistants from the date they pass their final qualifying examination.

They may, however, be granted leave for a period not exceeding 30 days after they pass their final examination, and subject to the following conditions the leave may count from a date later than that on which the final examination is passed—

(a) That the leave shall in no case extend beyond five weeks from the date of passing the final examination.

(b) That the newly appointed Hospital Assistant will begin to draw pay and to count service with effect from the date on which the leave begins.

In the case of pupils who are non Burman holders of Burma Civil Hospital Assistant Scholarships leave may be granted for a period not exceeding a month and a half from the date of passing their final examination, and if counted from a later date as above, not extending beyond seven weeks from the date on which the final examination is passed.

2. Stipendiary students of the Imperial Forest School, Dehra Dun, are allowed to draw from the date they pass their final qualifying examination at that institution, the pay of the grade to which on so passing they are appointed in the Forest Department.

Charge of Office

53 Unless for special recorded reasons (which must be of a public nature) the authority under whose orders the transfer takes place permits or requires it to be made in any particular case elsewhere, or otherwise, the charge of an office must be made over at its head quarters, both the relieving and the relieved officers being present

- (a) When vacation is prefixed to leave the outgoing officer will report before leaving head quarters, that he makes over charge with effect from the end of the vacation. The relieving officer will then take over charge at the end of the vacation in the ordinary way

When vacation is affixed to leave the officer to be relieved will make over charge in the ordinary way before the vacation, the incoming officer on return at the end of the vacation taking over charge with effect from the beginning of the vacation.

NOTE—Charge of an office may not, without the previous sanction of the Government of India, be relinquished or resumed by officers visiting Aden on duty preparatory to retirement from the service or while proceeding on or returning from leave

54 As a general rule, and subject to any special orders to the contrary in particular cases, the head quarters of an officer on the staff of a Government, as, for instance, a Secretary to a Government, the Surgeon General with the Government of India, or a clerk in a Government Secretariat, are the head-quarters, for the time being, of the Government to which he is attached

55 The head quarters of any other officer are either the station which has been declared to be his head quarters by the authority which appoints him, or, in the absence of such declaration, the station where the records of his office are kept

Leaving Jurisdiction

56 No officer (other than a police officer acting within his legal powers) is entitled to pay or allowances for any time he may spend beyond the limits of his charge without proper authority

57 A Local Government may authorise any of its officers to proceed on duty to any part of British India, whether within or beyond its own jurisdiction, or to any Foreign State or Settlement adjoining its jurisdiction, provided either that the pay and allowances of the officer deputed are chargeable wholly or partially to Provincial Revenues or that the officer belongs to a Department or establishment which, though paid from Imperial Revenues, is under the administrative control of the Local Government.

No. 60.

Page 16. Article 57.

Cancel Rule 2 under this Article.

(5th Edition, No 60, dated 1 11 10)

58 A Controlling Officer (see Article 1159) may allow any officer subordinate to him to proceed on duty to any part of the territories of his Local Government or to a district or Foreign State or Settlement adjoining the jurisdiction of the Controlling Officer and to draw travelling allowance under rule

59 An Accountant General may, under the orders of a Local Government, pass pay and allowances (according to rule) to the head of an Administration for any period during which he may be absent from his jurisdiction and to any member of his personal or Secretariat staff. Such an order is, with reference to the Statute 3 and 4 Will IV, Cap 85, s 79, a sufficient authority to the Accountant General for assuming that the absence is on the known actual service of the Government

Promotion during Leave

60 An officer on Long Leave has no claim to substantive promotions. Such promotion may, however, be given, but, except in the case provided for in the Note under Article 585 (a), the promotion has effect only from the date on which the officer returns to duty.

If an officer, while absent on Short Leave during which the amount of his leave allowances depends upon the substantive or officiating appointment which he would hold if present on duty, obtains promotion, substantive or officiating, or an increase of pay or acting allowance which involves no change in, or addition to, his duties or responsibilities, the promotion or increase has effect at once.

Personal and Local Allowances

61 Unless in any case it is specially ordered otherwise a personal allowance should be reduced by any amount by which the recipient's pay or salary may be increased, and should cease as soon as his pay or salary is increased by an amount equal to his personal allowance.

62 So much of a local allowance as is not paid to a substitute may be drawn by an officer absent from his office through deputation on special duty for a period not exceeding one month. If the absence exceeds a month, an officer is not entitled to draw his local allowance for any part of the absence. This rule applies also to an officer in receipt of presidency allowance at a Presidency town who is absent from the Presidency town on duty connected with his office, but an officer in receipt of house rent at a Presidency town may, during absence from the Presidency town, whether on other duty or on duty connected with his office, continue to draw his house rent, provided the term of his absence does not exceed two months, exclusive of the months of

departure and return, if the absence exceeds this term, the house rent is not admissible for any part of the absence. A claim to house rent under this Article must be supported by a certificate by the officer that his previous rate of expenditure for a house at the Presidency town continued during his absence.

2 Any Medical Officer in medical charge of a Civil station who is required to attend to his duties at a distance from his station and is not allowed to draw his house rent may draw his house rent at the rate of the house rent at the station to which he is attached.

3 The rule in this Article does not apply to the Presidency allowances drawn by officers and Accountants of the Accounts Branch of the Public Works Department when absent from the Presidency town on inspection duty. In their case Presidency allowance may be drawn irrespective of whether the period of absence is under or over a month.

4 Members of the Persian Section Indo European Telegraph Department, who receive house rent in Persia may draw their house rent for periods of absence on deputation from their station provided that they have actually paid full house rent at the station to which they are transferred. If the full house rent is not paid at the station to which they are transferred, the full house rent may when transferred to making over charge of his duties succeeds him does not also draw house rent for the same station in respect of the same period.

Salaries of Natives of India

63. The salary of a Native of India appointed to an office which has been usually filled by a member of the Indian Civil Service, or of the Staff Corps, or by nomination in England, or otherwise with the specific approval of the Secretary of State is, in the absence of special orders to the contrary, two thirds of that assigned to the European.

NOTE 1.—In the case of appointments usually filled by members of the Indian Civil Service, the two thirds is more accurately described as 64 per cent., thus—

	Rs.
Full salary	100
Deduct four per cent. for annuity—net salary	96
Two thirds of net salary	64

NOTE 2.—[Any local allowance attached to an appointment of the class referred to in this Article should also be reduced to two thirds when the appointment is held by a Native of India.]

Advances and their Recovery.

64 (a) An advance may be made to any public officer in the Civil Department—

(i) on arrival in India on first appointment, of an amount not exceeding two months' pay less the amount of any advance made in England,

(ii) on return from long leave or special duty out of India, not exceeding two months' pay or Rs 1,000 whichever is less, in addition to any advance made by the Secretary of State in England.

- (2) raising the salary of an officer or of a sanctioned appointment, not of the class specified in (1), to an amount in excess of Rs 750 a month, or increasing a salary which is already in excess of that amount

NOTE 1.—In the case of incremental pay the test for the application of this rule is the maximum pay attainable

NOTE 2.—The term 'salary' used in this Article includes not only salary as defined in Article 38 (c) but all payments to officers from General Revenues or from Local Funds whether in the nature of fixed allowances or of fees or rewards (except language rewards other than those which take the form of monthly allowances) or honoraria. It does not however include the following:—

- (1) Exchange compensation allowance

Travelling or conveyance allowances.

- (2) House rent allowance or grant of free quarters.

These are not included

for the purpose of this rule

It is not

included

He may be employed in any manner required by proper authority within his own branch of duty, without claim for additional remuneration, whether the services rendered are such as would ordinarily be paid for from General Revenues or a Local Fund

(b) All Municipalities and Funds administered under a Local Government, inclusive of Port Trust Funds and Wards' Estates, are entitled to the gratuitous advice and services of officers of the Public Works Department, and of all Government Medical Sanitary and Educational officers whenever these can, in the opinion of the Local Government, be given without detriment to the public service. It will rest with the Local Government in each case to decide whether this last condition is fulfilled and to indicate in each case to what officer application for advice or assistance should be made. If a Municipality has its own Engineer or Manager, it will be the duty of the superior officer of the Public Works or other Department to exercise more direct supervision and assistance than would otherwise be freely given without charge if the advice and assistance can be given

(c)
Railway
Department
Rangoon
fees or
commissions

such officers as Directors of a
Council or a Port Trust, Govern-
ment Engineer or Vice Chairman of the
Board, or special or local law to receive
meetings of Directors or Com-

72 (a)
or from

from General Revenues,
Department certifies that the

work is special and outside the ordinary course of the officer's duties, and that it does not interfere with the discharge of those duties

(b) The powers of sanction of the several authorities in such cases are as follows—

Up to Rs 100, by the Head of the Department

" " 500, by the Local Government

" " 1 000, by the Government of India

Above " 1,000, the sanction of the Secretary of State is required.

Provided that the limit of sanction when the charge falls on Imperial Funds in the case of a Local Government, shall be Rs 200 in each case

NOTE—[This rule applies to single payment only a recurring honorarium or reward or fee requires the same sanction as an increase of salary. The fee paid to an educational officer selected as an examiner on purely personal grounds irrespective of his position under Government though it is on grounds may bring about his appointment in successive years is not a recurring fee within the meaning of this rule.]

(c) If it is proposed to grant to any officer for special work of any description a bonus or honorarium which will require the sanction of the Government of India or the Secretary of State as the case may be, the consent of the Government of India in the Finance Department must be obtained to the payment of a specific sum before the work is begun

(d) Remuneration shall not be given under this rule for superintending an examination rendered compulsory on persons belonging to the public service, or any other examination the conduct of which comes within the ordinary duties of the officer or officers conducting them. But remuneration may be granted to officers superintending an examination of candidates for admission to the public service or any other examination the conduct of which is declared by the Local Government not to come within the ordinary duties of the officer or officers conducting them. If fees are levied from the candidate appearing at an examination and the amount of such fees is sufficient to cover the honoraria of the examiners the reference required by clause (b) to the Government of India or the Secretary of State in certain cases shall not be necessary

NOTE—[A Military officer in Civil employ or a Civil officer who may be appointed President of a Committee for the examination of Military officers in Hindustani or Persian shall be entitled to the same fees as are admissible under the Army Regulations to Military officers for the performance of similar duties.]

73 Any servant of Government is eligible to receive without special permission (a) the premium awarded for an essay or plan in public competition or (b) any reward offered for the arrest of a criminal or for information or special services in connection with the administration of justice, and also any reward payable in accordance with the provisions of any Act or Regulation or rules framed under such enactments

74 (a) Any officer may receive a fee from a private person or private body, or a public body whose funds are not administered by the Government for work done for it—provided—

(1) he has undertaken the work with the knowledge and sanction in writing of the Head of his Department,

- (2) that the Head of the Department certifies that it can be carried out without detriment to his official duties, and
- (3) that the acceptance of a fee and the amount of the fee are approved by the authority having under clause (c) power to sanction its acceptance

(b) When the work undertaken for a private body is such that it must be done during the time which would otherwise be employed in the service of the Government, the fee should be credited to Government, but the authority having power under clause (c) may grant to the officer concerned the whole or such portion of the fee realised as it may deem suitable

(c) The powers of sanction of the several authorities in the case of each fee under clauses (a) and (b) are as follow —

Up to Rs 100, the Head of the Department

„ Rs 500, the Local Government

Above Rs 500, in the case of fees for conducting University examinations the Local Government and in other cases, the Government of India in the Administrative Department concerned

NOTE — [This rule applies to educational officers who are allowed to accept fees for private tuition work. The amounts specified above are the limits up to which fees may in such cases be allowed, for a scholastic term or for a long vacation by the sanctioning authorities concerned.]

(d) This rule does not apply to medical officers who are allowed to accept fees from private persons for professional attendance, subject only to the orders contained in the Resolution of the Government of India in the Home Department, No 813, dated 18th December 1888

(e) The Government of Bengal for reasons which must be recorded, may sanction the acceptance by a pilot or leadsman apprentice of a reward, not exceeding Rs 500, where special and exceptional services are rendered, whether to the ship of which he is in charge or to another vessel. But this rule does not authorize a pilot or leadsman apprentice to enter into a bargain or arrangement, stipulating that he shall receive an extra fee in consideration of rendering extra services

Permanent Appointments

75 The previous sanction of the Secretary of State is required—

- (1) to the creation of any new permanent appointment which would ordinarily be held by a gazetted Civil officer recruited in England, and
- (2) to the retention of a permanent appointment, not of the class specified in (1), of which the salary (as defined in Article 70) exceeds Rs 500 a month

If an emergency should arise demanding the immediate creation of such an appointment, it may be made provisionally, but in such case it must be reported to the Secretary of State, no expectation being held out to the individual appointed to it which would warrant a claim for compensation in the event of the appointment not being finally sanctioned

76. As regards Provincial charges, the limits of authority of Local Governments in respect to permanent appointments are as follows:—

Without the authority of the Government of India—

- (i) no appointment may be created with a pay of more than Rs. 250 a month; and no addition may be made to the pay and allowances of any officer if they exceed, or would, after the addition, exceed, Rs. 250 a month;
- (ii) no appointment, of which the pay and allowances are more than Rs. 250 a month, may be abolished, and the pay and allowances of no such appointment may be reduced;
- (iii) no class or grade of officers may be created or abolished; and the pay of no class or grade of officers may be raised or reduced;
- (iv) no addition may be made to the pay or allowances of any individual officer, or class of officers, that may lead to increase in the emoluments of any public servants doing duty in the same province whose pay and allowances are not charged under one of the transferred heads of service. The Government of India reserves the right to forbid alterations in rate of pay and allowances which, in its opinion, would produce inconvenience in other provinces.

Temporary Appointments and Deputations.

77. An officer is said to be on deputation when he is detached on special temporary duty for the performance of which there is no permanently or temporarily sanctioned appointment. A temporary appointment is an appointment carrying a definite rate of pay sanctioned for a limited time.

77A. Temporary appointments and deputations may be made under the following rules which are subject to the general condition that any temporary appointment or deputation on a salary exceeding Rs. 50,000 a year requires the previous sanction of the Secretary of State, unless the officer to be appointed or deputed has a lien on an appointment carrying a salary of equal or higher value, fixed by Statute.

78. Temporary appointments and deputations, the cost of which is wholly or partly Provincial, may be sanctioned by Local Governments without reference to the Government of India—

- (a) for any specified period, if the salary or salary and deputation allowance do not exceed Rs. 250 a month.
- (b) for not more than six months, if the salary or salary and deputation allowance exceed Rs. 250 a month.

In the Public Works Department, temporary appointments on pay not exceeding Rs. 250 a month, the cost of which is Imperial, may be sanctioned by a Local Government.

78A. When a temporary appointment is filled by an officer in the service of Government, its pay should be fixed—

- (i) if it is of like character to an existing permanent appointment, at an amount equal to the salary which the officer would draw

if he were acting in the corresponding permanent appointment or, if the appointment is a temporary addition to a graded scale, the salary which he would draw if acting in the lowest grade of such scale

- (ii) if it is not of like character to an existing appointment, at an amount which does not exceed the pay and deputation allowance which the officer would draw if he were placed on deputation under Article 81

In the case of temporary appointments on pay not exceeding Rs 250 a month, these restrictions may be dispensed with at the discretion of the Local Government, provided that no special orders of the Government of India which may be applicable to the case ~~are thereby affected~~

~~70 - Temporary appointments~~

76. As regards Provincial charges, the limits of authority of Local Governments in respect to permanent appointments are as follows —

Without the authority of the Government of India—

- (i) no appointment may be created with a pay of more than Rs 250 a month; and no addition may be made to the pay and allowances of any officer if they exceed or would, after the addition, exceed, Rs 250 a month,
- (ii) no appointment, of which the pay and allowances are more than Rs 250 a month, may be abolished, and the pay and allowances of no such appointment may be reduced,
- (iii) no class or grade of officers may be created or abolished; and the ~~class or grade of officers may be raised or reduced;~~

No. 323.

Pages 22-23, Article 78-A :—

Substitute the following for this Article, as amended by Correction Slip No. 172, dated 1st August 1911.—

78-A. When a temporary appointment is filled by an officer in the service of Government, his salary will be determined as follows.—

- (i) If the temporary appointment is of like character to existing permanent appointments —
 - (a) If the latter are divided into grades or classes, the temporary appointment will be treated as a temporary addition to the corresponding grade or class of the cadre; and the salaries of all officers concerned will be regulated according to promotions within the cadre under the rules in Chapter V.
 - (b) If the appointments are not graded, the salary of the officer filling the temporary appointment will be equal to that which he would draw if he were acting in a permanent appointment on the same pay. The promotions made in such arrangements may be *sub pro tem*, if the temporary appointment is for not less than six months, in accordance with the provisions of Article 90 (2).

NOTE—A temporary addition to a clerical establishment for the performance of work falling within the ordinary duties of the establishment comes under clause (a) above

- (ii) If it is not of like character to an existing appointment, at an amount which does not exceed the pay and deputation allowance which the officer would draw if he were placed on deputation under Article 81.

The Government of India may sanction the drawal by the holder of a temporary appointment of a salary in excess of what is permissible under the above rules, subject to the maximum limit of the pay of the appointment

The Local Government may sanction the drawal by the holder of a temporary appointment not exceeding Rs 800 a month, of a salary in excess of what is permissible under the above rules, subject to the maximum limit of the pay of the appointment, and provided that no special orders of the Government of India are thereby infringed

if he were acting in the corresponding permanent appointment or, if the appointment is a temporary addition to a graded scale, the salary which he would draw if acting in the lowest grade of such scale.

- (ii) if it is not of like character to an existing appointment, at an amount which does not exceed the pay and deputation allowance which the officer would draw if he were placed on deputation under Article 81.

In the case of temporary appointments on pay not exceeding Rs. 250 a month, these restrictions may be dispensed with at the discretion of the Local Government, provided that no special orders of the Government of India which may be applicable to the case are thereby infringed.

79. Temporary appointments may be sanctioned by the Government of India—

- (a) for any specified period, if the salary or salary and deputation allowance do not exceed Rs 500 a month, and
(b) for not more than two years, if the salary or salary and deputation allowance exceed Rs 500 a month.

80. The sanction of the Secretary of State, though not necessarily the previous sanction, is required to any temporary appointment or deputation in which the salary or salary and deputation allowance exceed Rs 500 a month, and which is expected to last or does last for more than two years.

NOTE.—[In the case of temporary appointments or deputations connected with plague the limit of salary (including deputation allowance) in this Article is Rs 1000 a month. Half yearly statements of any temporary appointments or deputations which, but for this limit, could not have been sanctioned by the Government of India are sent to the Secretary of State for information.]

81. An officer deputed on special duty may be allowed to draw the pay or salary which he is drawing at the time of his deputation, or which he would have drawn from time to time if he had not been so deputed, provided that

work or responsibility in comparison with the duties of his regular appointment, or requires a change of station the officer may, in addition be allowed to draw a deputation allowance which may not, except in special cases and with the special sanction of the Government of India, exceed one fifth of salary, or Rs 10 a day, whichever is less.

NOTE.—[The following are instances of appointments considered to be outside the regular line for the purposes of this rule—

Members of the Boards of Revenue and Financial Commissioners.
Judges of High Courts and Chief Courts and Judicial Commissioners.
Heads of Departments including Chief Conservators of Forests Chief Engineers and the Accountant General Public Works Department.

oment Officers and

ment of cost of
is not thereby

debarred from drawing any travelling allowance which would be admissible to him, if the duty on which he is deputed were treated as a new permanent appointment.

Private Secretary to a Lieutenant Governor.

83 Only an officer already in the service of Government can be appointed to be a Private Secretary to a Lieutenant Governor. The pay and staff pay of a Military officer appointed from Military employ are laid down in the Army Regulations. A Military officer in Civil employ a member of the Indian Civil Service or other officer appointed to be Private Secretary from Civil employ is, while so employed, entitled to a local allowance of Rs 350 a month in addition to the salary to which he would, but for his appointment as Private Secretary, be entitled—provided that (1) the officer's total emoluments (including the allowance of Rs 350) shall in no case exceed Rs 1,250 a month plus exchange compensation allowance, (2) no extra expenditure shall be caused to Government beyond the local allowance of Rs 350 per mensem and the grade place, substantive or officiating, held by the officer on the establishment to which he is attached shall not be filled up and (3) no Military officer in Civil employ or member of the Indian Civil Service may be employed as Private Secretary whose substantive appointment in the regular line is above the grade of a Joint Magistrate or Assistant Commissioner.

Famine Duty

84. The following allowances in addition to salary are granted to an officer deputed to Famine work in a Presidency or Province other than that in which he is serving besides the usual travelling allowances both to and from the scene of his labours and while there—

	Rs a month.	
(i) To a Sub Engineer in the P W Dept	75	} Besides the usual sub divisional allowances permitted by the rules and cost of one servant a journey to and from the famine districts
To a Supervisor or an Overseer	60	
To a Sub Overseer	25	
(ii) To a Military officer transferred from Regimental or purely Military duty to Famine work whether in or out of his own Presidency or Province—		} The travelling allowances of a Military officer are the same as those admissible to a member of the Indian Civil Service
1 If the officer's service is more than five years	300	
2 If the officer's service is not more than five years	200	
(iii) To every other officer	Rs 5 a day	} Besides the cost of the journeys to and from the famine districts of his servants and (if tents and horses are carried) the carriage of his tents and horses

Deputation outside India

84A Ordinarily the sanction of the Secretary of State is required to any deputation to, or detention on duty in a country outside India. In the case however, of a deputation to, or detention in, Ceylon or other British Possessions in Asia for a period not exceeding six months, the sanction of the Government of India is sufficient.

NOTE 1—[The period of the special duty runs from the date on which the officer makes over charge of his office in India to the date on which he resumes it when the officer is deputed out of India and for the time occupied by the duty when the officer is detained out of India.]

NOTE 2—[Time spent on duty out of India is not an interruption of service for leave, but it does not without the special sanction of the Secretary of State count as service for leave.]

Substitute the following for Note 2 under this Article as amended by correction slip No 9, dated the 1st August 1910 :—

NOTE 2—Notwithstanding Article 81 A, the Government of India or, in cases in which the cost is met from Provincial Revenues, a local Government may depute a subordinate police officer to any country outside India to accompany or take charge of criminals or lunatics, or on other similar business, and may grant to the officer so deputed :—

(a) full pay, for the entire period of absence from India, with

(b) actual travelling expenses and a subsistence allowance not exceeding the following scale, while in any country outside India —

	s. d
For an officer of the Inspector class	10 6 a day.
„ „ Sergeant „	8 6 „
„ „ Constable „	6 0 „

(8th Edition, No 354, dated 1st July 1914)

— — —)

For an officer of the Inspector class .	10 6 a day
„ „ Sergeant „	8 6 „

Chapter V.—Acting Allowances—General Rules.

No. 92.

Page 25. Article 86.

Insert the following as Rule 1 under this Article —

1 A Local Government may, at its discretion, allow acting appointments to be made in place of officers ordered or permitted to undergo a course of training in a school, college or other institution

(8th Edition, No 92, dated 12-11)

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Provisional Appointments

89 If an officer is transferred to duty which is such that he retains no connection with his own appointment and which there is reason to believe will not terminate within three years, the Local Government may, if it thinks fit, suspend him upon his own appointment altogether, and fill up that appointment substantively reserving only the right to reverse the arrangements thus made in case the absent officer at any time reverts to his original appointment

Substantive *pro tempore* Appointments

90. An officer may be appointed substantively *pro tempore* on full pay without prejudice to the lien of the absentee in place of—

- (1) an absentee who draws no part of the pay of his appointment;
- (2) an officer holding a temporary appointment or on deputation within the meaning of Article 77 if the temporary appointment or deputation is for six months or more

The full pay of an officer thus appointed substantively for a time may, in like manner and upon the same condition, be given to a substitute similarly appointed. The status of an officer appointed substantively *pro tempore* under this Article is that of an acting officer, and if he is appointed to officiate in a higher appointment his salary is reckoned upon his substantive pay proper and not upon the pay of the appointment he held substantively *pro tempore*.

unless the officer claiming it has been formerly appointed provisionally or substantively *pro tempore* by competent authority.]

91 An officer appointed to act in another office is not an absentee within the meaning of Article 90 unless the full pay of that office is available and he is appointed to it substantively *pro tempore*.

NOTE.—[Substantive *pro tempore* promotions may at the discretion of the Local Government, be made in the following special cases—

In the United Provinces in place of a Tahsildar deputed on Settlement duty or to officiate

92. An absentee who receives absentee allowances draws, within the meaning of Article 90, "part of the pay of his appointment" and that Article is not to be construed as conflicting with Article 214.

NOTE.—[The subsistence allowance of a member of the Indian Civil Service, a Statutory Civil Servant or a Military officer subject to the Civil Leave Rules and the English furlough pay of a Military officer subject to the Military Leave Rules are not for the purposes of this rule treated as a part of the pay of an absentee's appointment.]

93 A substantive *pro tempore* appointment may be made under Article 90 in the place of a Military officer subject to the Military Leave Rules whose appointment would be forfeited under Military Furlough Rules but for the operation of Rule II of the Military Furlough Regulations of 1868.

Charge Allowances

in charge of the current duties of an officer in charge of his own office is entitled to a charge allowance which would be admissible to him if he were appointed to officiate in the office. An officer cannot be thus appointed to be in charge of a grade."

NOTE.—[The rules laid down in Articles 164 and 166 apply here also.]

95 The Local Government may, if it thinks fit, assign to the officer a charge allowance of less than the amount thus admissible, and on the other hand if it thinks this amount too small may grant him, on special recorded reasons the full acting allowance, excepting that clauses (i) and (ii) of Article 105 shall not apply to such an officer. Charge allowance under this

Article must never exceed what an officer would draw as acting allowance if appointed to officiate in the appointment

NOTE.—[The rules laid down in Articles 164 and 166 apply here also]

1 The Local Government may delegate its power under this Article to the Head of a Department or Commissioner of a Division.

Section II—Maximum and Minimum Salaries

96 The maximum salary of an officiating officer is the pay of the appointment, and the minimum salary half the pay of the appointment

97 Officers appointed officiating or substantively, to the appointments specified in Appendix 4 are entitled to special minimum salaries as shown therein

Section III—Privilege Leave Vacancies

98 As a general rule the duties of an officer absent on Privilege leave taken separately and not combined with other leave under Article 233 shall be discharged by another officer in the same station or district. Only in exceptional cases where there is absolutely no officer available on the spot can the transfer of an officer from another station or district to act in consequence of the absence of an officer on Privilege leave be allowed. In the case of appointments held by members of the Indian Civil Service or a Commission if a member of that Service or Commission is not available on the spot a Provincial Service officer should be placed in charge of the vacant appointment

99—103 —*Cancelled*

Chapter VI—Acting Allowances—Rules for Calculation

Section I—Indian Civil Service and other Special Services

104 The rules in this Section apply to the following Services —

- (1) The Indian Civil Service
- (2) Officers in the Indian Educational Service and other Educational officers appointed in England on conditions similar to those on which officers are recruited for that Service. Also officers of the Education Department who when the Department was reorganised in 1896 elected to continue on the graded list

Substitute the following for the Examples mentioned under clause (4) of this Article :—

Examples of the appointments referred to—The appointments of Postmasters General Judges of Small Cause Courts of the First Class in Bengal and the Judge of the Small Cause Court, Rangoon

(5th Edition, No 233 dated 1.1.12)

Government will decide whether this clause applies, otherwise the orders of the Government of India must be obtained

■ Clause (4) does not apply to the Enrolled List of the Financial Department or the Imperial Customs Department

Officer with a Substantive Appointment.

105. An officer with appointment or in a higher of the pay of the appointment less than—

(i) Two thirds of the difference between the pay of the appointment or grade and the pay of the officiating officer

(ii) Or, subject to the limit of maximum salary (Article 96), Rs 200

1 An officer of the Indian Subordinate Medical Department appointed under proper authority to officiate as Civil Surgeon or in an appointment reserved for Commissioned Medical

Department
led to the con
of that grade

officiates in a
who officiates

Grades of a Class

106. An officer officiating in a class divided into grades will officiate in the lowest grade, unless it be otherwise specially ordered

Officer without a Substantive Appointment

107. An officer without a substantive appointment is entitled to subsistence allowance with an acting allowance of half the pay of the appointment in which he officiates

No. 10.

Page 28. Article 108.

Substitute the following for the entry "For an officer of more than eight but not less than twelve years" under clause (a) of this Article.—

For an officer of more than eight, but less than twelve years

(5th Edition No 10 dated 1.6.10)

(b) And of a Military officer subject to the Military Leave Rules, as follows:—

For an officer of the rank of Captain or Subaltern	.	.	Rs. 250 a month
" " " of Major	:	:	320
" " " higher rank than Major	:	:	400 "

Section II—Military Officers.

109. The rules in this Section apply to Military officers serving in Civil Departments except those—

- (i) In the Public Works Railway and Telegraph Departments (see Section III)
- (ii) In the Survey of India (see Section IV)

NOTE.—[If a Military officer officiating in a Military appointment has a substantive appointment in the Civil Department he draws in the Military Department the allowances to which he would have been entitled under Military Rules had his substantive appointment been an appointment in the Military Department.]

110 A Military officer employed in the Army Secretariat of the Government of India, though drawing pay in the Civil Department, is not subject to these Regulations

Appointments on Consolidated Pay

111 An officer officiating in an appointment of which the pay is consolidated may be—

Case 1—An officer without a substantive appointment

Case 2—An officer having a substantive appointment the pay of which is consolidated

Case 3—An officer having a substantive appointment the pay of which includes a Staff Salary

An appointment of which the pay is fixed upon the assumption that it will be held by a Civil officer is treated, for the purposes of this Article, as if the pay of it were consolidated

112 In Case 1 the officer is entitled to his pay. If his pay is less than his subsistence allowance [see Article 108 (b)] added to half the pay of the appointment, then the officer is entitled, besides his pay, to such acting allowance as will make the total equal to the sum of the subsistence allowance added to half the pay of the appointment

113 In Cases 2 and 3 the acting allowance is regulated by Articles 105 and 106. For the purposes of this Article, the pay of the officer is taken at the full Staff Salary plus his Military pay and allowance or Staff Corps pay, though for the purposes of the Military Rules he may be considered to take with him to his officiating appointment only half the Staff Salary.

123 When any officer who can be substantively appointed to the Engineer Branch of the Public Works or Railway Department, or the Superior Establishment of the Indian Telegraph Department only under the rules, and on the rates of pay prescribed for the Provincial Services is appointed to officiate in or hold charge of, an appointment graded in those Services, his acting or charge allowance will be calculated on the rates of pay prescribed for the Provincial Service and in accordance with the rules contained in these Regulations for the grant of such allowance

Special Allowances

lution
Local

NOTE.—[The term Local Government as used here includes only the Governments of Madras Bombay Bengal the United Provinces the Punjab and Burma]

(a) To a subordinate officiating as an Executive Engineer—Rs 100, provided that his salary must not exceed the pay of an Executive Engineer of the 3rd grade

(b) To a Subordinate officiating as an Assistant Engineer—Rs 50 This allowance is not admissible on the mere circumstance of the Subordinate holding a charge formerly held by an Assistant, but only when the charge involve duties and responsibilities which in character or extent, are such as are not usually imposed on subordinate officers

(c) To an Accountant officiating, with the sanction of the Government of India for an Examiner or Deputy Examiner—Rs 100, provided that, when officiating for a Deputy Examiner, his salary must not exceed the pay of a Deputy Examiner second grade but this proviso shall not operate so as to reduce the sum of the pay and allowances which, but for this promotion, would have been drawn

(d) Acting allowance will not, as a rule, be granted to an Accountant officiating as Assistant Examiner If by a special order of the Government of India it is granted, it will not exceed Rs 50

(e) To an officer of the Subordinate Revenue Establishment of State Railways acting in an office ordinarily held by an officer of the Superior Revenue Establishment—Rs 75, provided that the charge involves duties and responsibilities which in character and extent are such as are not ordinarily imposed on subordinate officers

125 —Cancelled

125 Signalling clerks and others acting for Inspectors of line maintenance of the Persian Section of the Indo European Telegraph Department draw the full charge allowance of Rs 60 a month admissible to the permanent incumbents notwithstanding that the allowance is drawn in full by the absentee. The charge allowance must not in the case of these acting officers be included in salary for the purpose of calculating either leave or exchange compensation allowances

Section IV.—The Survey of India.

127 The rules in this Section apply only to officers not below the rank of Assistant Superintendent of the Survey of India Department

ment
Militar
higher than Superintendent second grade

129 An officer officiating in the grade immediately above his own is entitled to the pay of that grade. Provided that the salary of an officer officiating in any grade shall not be greater than that which would be admissible under Article 130 if he officiated in the next higher grade

130 An officer officiating in a grade higher than that immediately above his own is entitled to an acting allowance in addition to his pay, of one fifth of the pay of the grade in which he officiates

131 The appointments in the Administrative Branch are not graded. Any officer officiating in an Administrative appointment is entitled to an acting allowance of one fifth of the pay of the appointment

132 An officer without a substantive appointment is entitled to an acting allowance, in addition to his Military pay (if any), of half the pay of the grade in which he officiates

Section V.—Geological Survey.

133 (a) A graded officer of the Geological Survey Department who joined the Department on or before the 31st December 1893, counts all service on the maximum pay of a grade towards increments in the pay or salary of the next higher grade. When promoted substantively, he may draw the pay of the higher grade with increments earned by service on the maximum pay of the lower grade, and when promoted temporarily, he may similarly draw a salary equal to the pay he would have received if his promotion were substantive

(b) The pay on permanent promotion and the salary on temporary promotion from grade to grade of a graded officer of the Geological Survey Department who joined the Department after the 31st December 1893 are regulated by the ordinary rules in these Regulations

No. 93.

P 34.

Insert the following as Article 134:—

134. The rules of this Section apply only to officers of the Department not below the rank of Assistant Conservator.

(5th Edition, No. 93, dated 1-2-11)

General is entitled to the pay of the appointment.

137. An officiating officer in any case not provided for by the preceding Articles is entitled to an acting allowance of one-fifth of the pay of the grade in which he officiates.

Section VII.—Other Officers.

138. The following rules are applicable to officers in Civil employ whose cases are not provided for in Sections I to VI of this Chapter, or by rules peculiar to the services concerned, such as—

- (1) Lieutenant-Governors and Members of Council (see Chapter XXII).
- (2) Judges of the High Courts (see Chapter XXIII).
- (3) Ecclesiastical Officers (see Chapter XXVII).
- (4) Law Officers (see Chapter XXXI).

139. An officer of the Provincial or Subordinate Educational Service appointed by the Local Government to officiate in a temporary vacancy in a post specifically reserved for, or usually filled by, officers of the Indian or Provincial Educational Service receives an allowance as follows —

An officer of the Provincial Service acting in an appointment in the Indian Service, Rs 100 a month.

An officer of the Subordinate Service acting in an appointment in the Indian Service, Rs 75 a month.

An officer of the Subordinate Service acting in an appointment in the Provincial Service, Rs 50 a month.

Provided that the salary of the officiating officer shall not exceed the pay of the officer for whom he acts, and shall not be less than his own pay. When the office is substantively vacant, the officiating officer may be granted the allowance in full.

139A. A member of the lower Subordinate Educational Service or an officer on salary, outside the grades, when officiating in temporary vacancies in the Subordinate Educational Service, is entitled to an acting allowance at the rate of one-fifth of the average pay of the grades of the latter service subject to the limit of the maximum salary laid down in Article 141.

Substitute the following for rule 2 under this Article :—

2 The following are treated as distinct classes of officers for the purpose of this Article —

- (a) In Madras, the different grades of Munsiffs, Tahsildars, Deputy Tahsildars, Sub-Magistrates and Stationary Sub Magistrates, Sub Assistant Inspectors of Schools, and Police Inspectors, Sergeants and Constables
- (b) In the Civil Military Station of Bangalore, Police Officers of and above the rank of Head Constables
- (c) In Bombay, Police Sub-Inspectors, Head Constables and Constables

(5th Ed How No 377, dated 1 10 13)

th Edition, No 377 dated 1 10 13

A section writer, or a Press servant who is paid for piece work is, for the purposes of the rules in this Section held to be an officer without a substantive appointment

141 For the purposes of this Section, the pay of an appointment which belongs to a graded class and is not such as is described in clause (4) of Article 104, is the average pay of the grades, calculated without reference to the number of appointments in each grade, but the officiating officer's salary shall not exceed the pay of the lowest grade unless he belongs to another department, and is specially appointed to officiate in a grade other than the lowest

The provisions of this Article are not to be applied in the case of temporary acting appointments not lasting longer than three months so as to give the officiating officer a lower salary than his salary in the appointment he would have continued to hold but for the acting appointment

Exception—The salary of an officiating Deputy Magistrate and Deputy Collector in Bengal whether holding a substantive appointment under Government or only temporarily employed, is Rs 200

Note—[This Article does not apply to appointments in the Post Office Department, or in the Bombay Presidency to jailors to clerks in the office of the Inspector General of Revenue]

vacancy in a post specifically reserved for, or which is usually filled by, officers of the Indian or Provincial Educational Service or to Resident Excise officers and Excise Inspectors in Farms]

Medical Appointments

142 A Civil Assistant Surgeon while officiating in charge of a Civil station is entitled

- (a) In Madras to a local allowance in addition to pay, as follows, or to any smaller allowance which, by any general or special order, the Local Government may fix —

(i) If he be in the first or second grade—Rs 150.

(ii) If he be in the third grade—Rs 100

- (b) In any other Province, to draw acting allowance on the minimum pay (Rs 350) fixed for an officer of his class holding permanent charge. The period of such temporary service does not however count for increment and initial pay under Articles 155 and 156 respectively.

NOTE.—[In Bengal the Punjab the Central Provinces and Eastern Bengal and Assam the undermentioned allowances may be granted under the orders of the Local Government to a Civil Assistant Surgeon or Officer of the Indian Subordinate Medical Department performing the duties of the Civil Surgeon at head quarters, while the latter is absent for more than seven days on duty—

Punjab and a Civil Assistant Surgeon or Officer of the Indian Subordinate Medical Department in the Central Provinces—

- (i) If the substantive holder of the charge is a Commissioned Medical Officer—

To a Civil Assistant Surgeon first or second grade a Senior Military Assistant Surgeon, or Military Assistant Surgeon, first class, a local allowance of	Rs 75
To a Civil Assistant Surgeon third grade or a Military Assistant Surgeon second class a local allowance of	50

- (ii) If the substantive holder of the charge is a Civil Assistant Surgeon or Officer of the Indian Subordinate Medical Department—

In all cases, a local allowance of

Rs 50

143 Officers of the Indian Subordinate Medical Department above the grade of Military Assistant Surgeon, third class, when in independent medical charge of Civil stations, receive pay at the following monthly rate

	Rs
Under five years in charge	350 a month
From five and under ten years	450 "
From ten and under fifteen years	550 "
Over fifteen years	700 "

Service towards these quinquennial increments counts from the date assumption of any such charge as a permanent appointment.

Military Assistant Surgeons, third or fourth class, in independent medical charge of Civil stations, receive pay at the rate of Rs 250 a month. When holding such charges in Burma, they receive in addition a special local allowance of Rs 50 a month.

The service of a Military Assistant Surgeon, third or fourth class, in permanent independent Civil medical charge, does not count towards the quinquennial increments until the date on which he is promoted to be a Military Assistant Surgeon, second class.

NOTE.—[For the rule regarding an officer of the Indian Subordinate Medical Department acting as "Civil Surgeon," etc., see Rule I under Article 105.]

1 A Military Assistant Surgeon in medical charge of a Civil station, who is required in consequence of field operations, to revert temporarily to Military duty, counts the period of such duty as service towards the increments admissible under this Article.

Officers without a Substantive Appointment

144 An officer without a substantive appointment on a permanent establishment, officiating in an appointment the pay of which is not less than Rs 100, is entitled to an acting allowance of half the pay, or, if the pay of

of the appointment,
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he full pay

one only
of each year
is
made by Howard

147 The salary of an officer other than _____ of which the salary is less than Rs 100 should as far as practicable be regulated by Articles 109 and 114. The following conditions must be observed —

- (i) If the officiating officer has a substantive appointment, his salary must not exceed what it would be if Article 140 were applied
- (ii) If he has no substantive appointment the officer who appoints him may grant him such allowance, not exceeding the pay, or if the appointment is progressive, the minimum pay of the appointment, as he considers necessary
- (iii) If the vacancy is caused by the absence on leave of an officer whose pay is less than Rs 100, the absentee allowance of such officer must not exceed the difference between his pay and the sum of the acting allowances paid in consequence of his absence
- in the resultant acting arrangements, an officer's appointment is given more than half the time he acts—in which case

- (iii) Naib Tahsilदार
Article 335
(iv) Female warders or matrons employed

Chapter VII.—Regulation of Progressive Salaries.

149 Except under special orders to the contrary, a shall not rise from the minimum to the maximum by less yearly increments

Calculation of Value

150 A Progressive pay is, on an average, equivalent to a fixed pay, the amount of which lies between the minimum and maximum of the Progressive pay. The exact amount of this equivalent varies according to the conditions of each appointment, but in practice it is assumed that a Progressive pay rising to its maximum by five equal yearly increments, is equivalent to a fixed pay equal to the minimum *plus* two thirds, or if the appointment is a ministerial appointment *plus* three fourths of the difference between the minimum and the maximum.

NOTE—[This Article does not fix the pay of a Progressive appointment but only indicates the mode of rating the value of such an appointment for General purposes.]

No 173.

Page 38 Article 161.

Substitute the following for this Article and the Exceptions thereunder —

151 An increment accrues from the day following that on which it is earned.

Exception—An officer appointed in England by the Secretary of State for service in India receives the increment in his pay in accordance with the terms of his engagement.

(5th Edition No 173 dated 18-11)

NOTE 1, in the case of ministerial and military officers, the head of the office and in the case of other officers the Local Government which may delegate the power to heads of departments or other supervising officers.

153 (a) A proposal to grant an increment of Progressive pay in advance of the due date should always be scrutinised with special jealousy. It is contrary to the principle of Progressive pay to grant an increment before it is due and such a grant should not be recommended or allowed, excepting under circumstances which would justify a personal allowance to an officer whose pay is fixed—that is to say seldom if ever.

(b) If the value of the appointment calculated under Article 150 is such that the addition of a premature increment would raise it above Rs. 9,000 a year, such premature increment cannot be granted without the sanction of the Secretary of State.

154 An officer reduced to a lower grade or appointment on account of misconduct or inefficiency cannot without the sanction of the authority by whom he is reinstated or promoted, count for increments previous service in the grade or appointment from which he was reduced.

Acting Allowances

155 In the case of progressive appointments, acting allowances are fixed as follows —

(a) An officer whose substantive pay is progressive, and who acts in an office of which the pay is fixed. In this case the officer's acting allowance—

is calculated as if his substantive pay were a fixed one, equal to the amount at which from time to time it stands.

(b) An officer whose substantive pay is fixed, and who acts in an office of which the pay is progressive. In this case the officer's acting allowance is calculated upon the pay to which he would from time to time have risen if he had held the officiating appointment substantively.

(c) An officer whose substantive pay is progressive, and who acts in an office of which the pay is progressive. In this case the officer draws—

(i) His substantive pay, with the increments thereof as they fall due

(ii) The acting allowance which he would have drawn if the substantive and officiating appointments were both on fixed pay equal to the minimum. Provided that the maximum limit of salary is not the said minimum pay of the officiating appointment, but the pay to which the officer would have risen if his officiating tenure had been substantive.

NOTE.—[When calculating the salary of an officer who acts in an appointment the whole of the acting tenure whether continuous or not should be taken into account.]

Example (a).—An officer who is substantively in the Rs 170 stage of an appointment of Rs 150—10—200 is appointed to act in an office of which the pay is Rs 200—8—240. His salary is thus fixed—

Pay	Rs 170	} But this is limited for the first year to Rs 200
Acting allowance (one fifth of Rs 200)	40	
Total	210	

Next year he gets pay Rs 180 + acting allowance Rs 40 = total Rs 220. But this is limited for a year to Rs 208.

Example (b).—A member of the Indian Civil Service substantively in the Rs 1200 stage of an appointment of which the pay is Rs 1000—50—1250 acts in an appointment of Rs 1500—50—1750. His initial salary is—

Pay	Rs 1200	} Limited for the first year to Rs 1500
Acting allowance ($\frac{2}{3}$ Rs 1500—1000)	333 $\frac{1}{3}$	
Total	1533 $\frac{1}{3}$	

In future years he receives—

Second year—	Rs	} Limited to Rs 1550
Pay	1250	
Acting allowance	333 $\frac{1}{3}$	
Total	1583 $\frac{1}{3}$	

Hereafter he gets Rs 1583 $\frac{1}{3}$ which is the limit of salary in this case.

Initial Pay

156 An officer who is appointed substantively to an appointment on progressive pay begins with the minimum pay of the appointment—

(a) if prior to his appointment he holds no substantive appointment under Government, or

(b) if he is transferred thereto from an appointment in which he is drawing pay not in excess of the minimum pay of the new appointment, and if he has not already officiated in the latter

157 If the officer is transferred to the new appointment from an appointment in which he was drawing pay not in excess of the minimum of the new appointment but has officiated already therein his pay is fixed as follows —

- (a) If the salary which he drew when last officiating is equal to one of the stages of the pay of the appointment, his pay shall be fixed at that stage and he shall count in that stage the time during which he has been drawing the said salary
- (c) If the salary which he drew when last officiating is intermediate between two stages his pay shall be fixed at that amount for half the period during which an increment is earned and on the first day of the month thereafter succeeding he shall be eligible for the next higher stage of the progressive pay

Example — An officer is on 20th June substantively appointed to an appointment of which the pay = Rs 200—10—00, and in which he is already officiating—

(a) If his salary at the time of his appointment and from 1st March last has been Rs 220 he continues to draw Rs 220 and on 1st March next rises to Rs 230

(b) If his salary at the time of appointment is Rs 225, he will draw Rs 225 till 1st January and then rise to Rs 230

NOTE —[Any period for which an officer has held the progressive appointment as substantive *pro tempore* may be counted as officiating service for the purposes of this Article]

157A If the officer is transferred to the new appointment from an appointment in which he was drawing pay in excess of the minimum then whether he has officiated in the appointment already or not, his pay is fixed as follows —

- (a) If his pay immediately prior to the transfer is equal to any stage of the new appointment he shall draw the pay of that stage, and after the expiry of the period during which an increment is earned he shall draw the pay of the next higher stage, and so on
- (b) If his pay immediately prior to the transfer is intermediate between any two stages of the new appointment, he shall draw the pay of the next lower stage, plus a personal allowance equal to the difference between the pay of that stage and his former pay, and after the expiry of the period in which an increment is earned he shall draw the pay of the next higher stage (losing the personal allowance) and so on

157B (a) When, however, the conditions of an officer's service are such that he is liable to be transferred in the same Department between appointments of which the pay and increments are identical, his service will, in the case of such a transfer, count for increments as if he had not been transferred

(b) The authority which orders the transfer of an officer, as a penalty, from a higher to a lower appointment, may allow him to draw any salary, not exceeding the maximum of the lower appointment, as it may think proper

158 The incumbent of an appointment the pay of which is changed shall be treated as if he were transferred to a new appointment on the new pay. Provided that, if he prefers to retain his old pay, the Local Government or in the case of a ministerial or menial officer, the Head of the Office

may allow him to do so, postponing the change of the pay of the appointment till he vacates office

Time spent on Leave and under Suspension

59 Time spent on leave with allowances counts towards increments in the same manner as if during it the officer had actually held or officiated in (as the case may be) the appointment on which he has a lien

NOTE—[The last sentence of Article 31 must not be held to conflict with this Article Subject always to the provisions of Article 60 the phrase 'the appointment on which he has a lien' means the appointment which the officer relinquished when he proceeded on leave and does not refer to an appointment to which an officer has been nominated during his absence on leave.]

160 Time passed under suspension does not count towards increments if the suspension is a penalty for misconduct, but an officer, in directing reinstatement of a person who has been suspended, may declare that the time shall count

Officers under Training

160A A Local Government may at its discretion decide, in the case of an officer who is selected to undergo a course of training in a school, college, or other institution, whether the time spent in training shall count as service qualifying for increments of pay

Officers on a Time scale of Pay.

160B (a) Leave without allowances taken by an officer prior to his admission to a time scale of pay, and overstayals of privilege leave to the extent of one week in similar circumstances, count for increments under the time scale

(b) Leave without allowances taken by an officer while he is on a time scale of pay, or overstayals of privilege leave do not count towards increments, but Local Governments and Departments of the Government of India which have the powers of Local Governments, may exempt an officer from the operation of the rule, on proof being furnished to them that the leave was taken on account of illness or other cause beyond the officer's control

Chapter VIII.—Combination of Appointments and Salaries.

Charge of Current Duties

161. An officer appointed to be in charge of the current duties of an office in addition to his own duties, may, if the charge, in the opinion of the Local Government, entails a substantial increase of responsibility and some additional work, be granted a charge allowance, to be fixed by the Local Government, not exceeding one tenth of the pay of the office. If the office is open to, and may in practice be held by, a member of the Indian Civil Service or a Military officer, the allowance shall not be less than Rs 100.

No. 306.

Page 42 Article 162.

Substitute the words "Rule 2" for [the words "Rule 1" in the fourth line of this Article

shown in Appendix B

164 (a) No allowance is admissible under Article 161 unless the incumbent has actually given over charge of the office under the orders of competent authority, and is absent on leave or deputation or is under suspension. For instance, no allowance is admissible to a subordinate officer empowered to dispose of routine business while his superior is on tour.

(b) But in the Northern India Salt Revenue Department, charge allowance is granted to an officer placed in charge of the current duties of an Assistant Commissioner's office during the absence of the incumbent on tour.

165 No allowance is admissible to a member of the Indian Civil Service, or to any officer holding an appointment ordinarily held by a member of that service, or to a Superintendent of a Central Jail for the executive charge, either permanently or temporarily, of a District Jail. Any other person, whether he does or does not hold any office under Government, if placed in executive charge of a District Jail, is entitled to a Local Allowance on the following scale —

1st Class Jail	Rs 150 a month
2nd " "	" 100
3rd " "	" 75
4th " "	" 50

166 An officer placed in charge of the current duties of an office is not entitled to any Local Allowances attached to the office, except under the special orders of the Local Government. (*See also Article 1010*)

NOTE — [The Local Government may delegate its power under this Article to the Head of a Department or Commissioner of a Division.]

Permanent Arrangements

167 A Local Government may appoint an officer to hold permanently two or more appointments at the same time if their aggregate pay does not exceed Rs 250 a month. The salary of an officer appointed to officiate in two or more appointments, which under due sanction have been combined as a single charge, is calculated upon the pay fixed for the combined appointment, Article 168 being inoperative in such a case.

Temporary Arrangements

168 A Local Government may, without the sanction of the Government of India, appoint one officer to hold substantively, as a temporary measure, or to officiate in two or more independent appointments at one time. In such case, the emoluments are regulated as follows —

- (1) He draws the highest salary to which he would be entitled if he held or, as the case may be, officiated in, any one of the appointments alone.

(u) For the other appointment or appointments, he draws such allowances as the Local Government may fix not exceeding for each appointment half the salary which he would draw if he held or, as the case may be, officiated in it alone

(iii) Provided that his aggregate salary shall not exceed the pay which he would draw in the most highly paid of the appointments, if he held it substantively and alone

1 The Local Government may delegate its power under this Article to the Head of a Department or Commissioner of a Division

2. The —

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If he held A only he would draw

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1400

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1800

And but for proviso (iii) he would be entitled for B and A to such allowances as the

Page 43 Article 168

Substitute the following for the Note to this Article —

NOTE — (This Article does not apply to the allowance given to a Government officer for holding a Professorship or Lectureship in any Government institution conjointly with another office)

(5th Edition No 40 dated 11.11.10)

Page 43

Insert the following as Article 169A and its heading —

Local Allowances to be drawn by an officer holding combined appointments

169A An officer holding under the provisions of Articles 165 and 169 two or more independent appointments to all or any of which a local allowance is attached will ordinarily draw as local allowance a sum not exceeding the highest local allowance attached to any one of the appointments, but the Local Government may, for special reasons allow him to draw a local allowance not exceeding the sum of the allowances attached to the different appointments held by him

(5th Edition No 40 dated 11.11.10)

Civil Surgeoncy

170 A Regimental Medical officer appointed to act as Civil Surgeon without relinquishing his Regimental duties is entitled to an allowance of Rs 100 a month. With this exception the allowances for the additional charge of an appointment of the kind described in Article 116,

whether the charge is held by a Regimental Medical officer or a Commissioned Medical officer already employed in the Civil Department, are regulated by Military Rules the pay of the appointment being calculated on the principle indicated in that Article

1 In the case of a Commissioned Medical Officer holding more than one acting appointment the acting allowance of each appointment is fixed by Military Rules of calculation but the terms of the combination of the appointments are those laid down in Article 168 and the second sentence of the Note under it

171 An officer in medical charge of a Civil station is entitled to an allowance of Rs 100 a month for holding visiting charge of a second station

NOTE —[In Bengal the allowance may be Rs 50 or Rs 100 as the Local Government may fix]

Medical Charge of Jails

172 An officer appointed to the medical charge of a Central Jail when the administrative and medical charges are not united, is entitled to a local allowance of Rs 100 or in special cases at the discretion of the Local Government, Rs 150

Provided always that the aggregate cost for the administrative and medical charges shall not exceed the total pay payable for the combination of the two charges in one person

Cantonment Magistrate

173 A Civil or Military officer placed in charge of a full time Cantonment or Assistant Cantonment Magistracy, in addition to his own duties, is entitled to an allowance of Rs 100 a month

Military Officer

174 The allowances for his Civil duties of a Military officer appointed to officiate in a Civil office other than a Cantonment Magistracy without being relieved of his Military duty, are regulated in accordance with Article 168 and Rule 2 under it and are drawn in the Civil Department If he has no substantive appointment in the Military Department, the pay of his rank is held to be his substantive pay for the purposes of Article 168

Chapter IX.—Joining Time.

175 Joining time is the time allowed to an officer to proceed from one station to another when his appointment is changed, or when, being unemployed, he is appointed to any office An officer is held to be on duty during Joining Time if he is entitled to allowances

176 Only one day is allowed for joining an appointment which does not necessarily involve a change of residence from one station to another

NOTE —[Sundays are included in the calculation of the joining time of one day admissible under this Article An officer who gives over charge on Saturday forenoon must therefore take charge on Saturday afternoon and an officer who gives over charge on Saturday afternoon must take charge on Monday forenoon]

177 In cases involving a change of station Joining Time is calculated as follows, subject to a maximum of thirty days Sundays not actually spent in travelling are not included in the calculation —

(i) Six days for preparation, and, in addition thereto —

for the portion of the journey which { the officer travels or might travel— {	a day for each	
By railway	250 miles	
By ocean steamer	200 "	{ or any longer time actually occupied in the journey
By river steamers	80 "	
By mail cart or other public stage conveyance drawn by horses	80 "	
In any other way	15 "	

An extra day is allowed for any fraction of distance over that prescribed

(ii) When part of the journey is by steamer, the days intervening between the officer being set free from his office, or, if he has no office, receiving his orders, and the departure of the steamer, or his start duly regulated to catch the steamer, shall be added

NOTE 1 —[A journey by road of five miles or under to or from a railway station from or to the point which may be prescribed under Article 998 does not count for joining time]

NOTE 2 —[An officer, whose salary does not exceed Rs 100 a month, should not ordinarily be required to travel by mail cart or other public stage conveyance drawn by horses]

178. By whatever route the officer travels, his Joining Time shall, unless the Local Government specially permit otherwise, be calculated by the route which travellers habitually use

179 If an officer is authorised under Article 53 to make over charge of an office elsewhere than at its head quarters, any joining time to which he may be entitled shall be reckoned from the place at which he actually makes over charge

Extensions

180 (a) The Local Government may in any case extend the joining time admissible by rule provided the general spirit of the rule is observed

(b) Within the maximum of thirty days Heads of Departments and Commissioners of Divisions in the case of officers of Provincial Services and non gazetted subordinates under their control may extend the joining time admissible by rule—

- (i) if the officer has been unable to avail himself of the usual mode of travelling or if notwithstanding due diligence on his part the journey has occupied more time than is allowed by the rules—to the extent of the time actually taken
- (ii) if such extension is considered necessary for the public convenience or for the saving of public expense, as for example, to prevent unnecessary and merely formal transfer—to the extent necessary
- (iii) if the rules have in any particular case operated hardly, as for example, if an officer has through no fault on his part missed

a steamer or fallen sick on the journey—to the extent necessary, on such conditions as to allowances or otherwise as the sanctioning authority may think fit

181 The Audit Officer shall move the Local Government to report to the Government of India any concession made under the preceding Article, which appears to him contrary to the spirit of the rules. The Local Government may not, finally, overrule the Audit Officer without a reference to the Governor General in Council

When Leave intervenes

182 When an officer after giving over charge of his office at one station on transfer, or reversion to another office, takes Privilege or Examination leave before joining the office to which he has been transferred, or to which he has reverted, or when an officer, while on Privilege or Examination leave, is transferred to a station other than that from which he took leave, he is entitled to Joining Time in addition to his Privilege or Examination leave. The Joining Time of an officer transferred during Privilege or Examination leave will be counted from his old station, or from the place where he receives the order of transfer, whichever calculation would entitle him to the less Joining Time

183 If an officer during transit from one appointment to another, obtains furlough on medical certificate (with or without Privilege leave or Subsidiary leave prefixed) he may be allowed only the Joining Time calculated for the journey from his old station to the furthest place to which he has proceeded on his route to his new station

Appointment Changed

184 The Joining Time of an officer whose appointment is changed while he is in transit from one appointment to another, begins on the day following that on which he receives his orders

Allowances

185 Except in the case mentioned in Article 183, an officer draws, during Joining Time, the pay or salary which he drew in his old appointment or that which he will draw on joining his new appointment, whichever is less. Provided that an officer transferred from one officiating appointment to another shall not draw any acting allowance during Joining Time if he had not a superior lien on either of the officiating appointments to that of the officer relieved by or relieving him. If the officer is entitled to tentage in his old appointment and tentage is also attached to his new appointment, he may draw tentage during Joining Time at the lower of the two rates. If the officer in his old appointment drew a local allowance granted on account of special expensiveness of living or unhealthiness of climate, in any district, province or locality, and the transfer is to another appointment within the same district, province or locality, he may draw the local allowance during joining time. Provided that, if the rates differ in the two appointments or parts of the local area, he may draw the lower rate only.

186 When, under Article 182, an officer combines Privilege or Examination leave and Joining Time, his allowances during Joining Time,—that is to say for the period, not exceeding the Joining Time admissible by rule, in excess of his Privilege or Examination leave, during which he is absent from duty,—must be calculated at the rate at which his Joining Time allowance would have been calculated if he had joined the office to which he is transferred directly

187 If a member of the Indian Civil Service, on first arrival in India is unable, from illness to proceed to the seat of the Government to which he is attached or to any other station to which he is ordered to proceed direct, the Local Government in whose jurisdiction he is, may, on medical certificate, grant him a subsistence allowance of Rs 250 a month for not more than two months Time thus spent is not Active Service

188 An officer who is not in the Indian Civil Service or in the Army, and who has no substantive appointment, is not entitled to any allowance during Joining Time, but if such an officer officiating in an office is transferred to another office under the same Local Government, the officer who orders the transfer may allow him to draw during his transit, the allowance to which he would be entitled under the first sentence of Article 185

Exceeding Joining Time

189 An officer who does not join his new appointment within his Joining Time is entitled to no allowances after the end of his Joining Time, and after a week ceases to have a lien on any appointment But if the authority making the appointment considers that his default was due to circumstances beyond his control, it may exempt him from the loss of his appointment

NOTE.—The expression “allowances” in this Article does not include travelling allowance.

Ministerial Officers

190 The rules in this Chapter apply to a Ministerial officer who with the consent of the head of his office, or under the orders of competent authority, is transferred to service in another office on grounds of public convenience only, and not at his own request, for his own advantage, or in consequence of any fault on his part

Chapter X.—Officers Dismissed, Suspended, or Imprisoned.

Members of the Indian Civil Service and Military Officers

191 A member of the Indian Civil Service is entitled when under suspension to the subsistence allowance of his rank, and a Military officer in Civil employ to the pay and allowances of his rank

Other Officers

192 Saving as provided in Article 193 (b) an officer under suspension is entitled to no salary while he is absent from duty, and the salary of an officer who is dismissed ceases absolutely from the date of his dismissal, no allowances may be granted for any period occupied in the prosecution of appeals against the order of dismissal.

193 Subject to the proviso that, without the permission of Government, no extra expense may be imposed on the State—

(a) Subsistence allowance, at a rate not exceeding one quart salary, may be granted by the authority suspending him to an officer from office pending enquiry into his alleged misconduct. Provided

Page 48.

Insert the following as a new Article —

193A The preceding article applies also to officers in ten but in deciding whether an allowance should be granted to a period for which the temporary appointment has been sinec taken into consideration

(8th Edition No 128 dated 6-4-11)

reconsideration or appeal, held to have been unjustifiable or not wholly justifiable, or if an officer dismissed from office or suspended pending enquiry into his alleged misconduct is, after enquiry, or upon reconsideration or appeal reinstated, then the revising or appellate authority may grant to the officer for the period of his absence from duty—

- (i) if the officer is honourably acquitted, an allowance equal to the full salary to which he would have been entitled if he had continued to hold the appointment from which he was dismissed
- (ii) otherwise an allowance equal to such proportion of the full salary as aforesaid, as to the revising or appellate authority may seem expedient

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usual does not
the a thort

Committals to Prison

194 A servant of Government committed to prison either for debt or on a criminal charge, should be considered as under suspension from the date of his arrest, and not allowed to draw any pay until the termination of the proceedings against him, when an adjustment of his allowances should be made according to the circumstances of the case, the full amount being given only in the event of the officer being acquitted of blame or (if the imprisonment was for debt) of its being proved that the officer's liability arose from circumstances beyond his control

Leave while under Suspension

195 Leave of absence for a definite period is not admissible to an officer who has been suspended from duty. If permission to proceed to England is granted in such a case, it should only be for such period as the Secretary of State may determine

PART III—LEAVE RULES.

GENERAL ARRANGEMENT.

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PART III.—LEAVE RULES.

Chapter XI.—General Conditions of Leave.

Section I—General Rules.

196 The rules in this Chapter apply to all officers in Civil employ except in as far as they are inconsistent with, or overridden by, the special conditions of leave which obtain in the case of the following classes of officers —

- (a) Lieutenant Governors and Members of Council (see Chapter XXII)
- (b) Judges of the High Courts (see Chapter XXIII)
- (c) Barristers and Pleaders holding the appointments specified in Article 517 (see Chapter XXIV)
- (d) Statutory Civil Servants (see Chapter XXVI)
- (e) Ecclesiastical Officers (see Chapter XXVII)
- (f) Officers subject to the Military Leave Rules (see Chapter XXVIII)
- (g) Army Veterinary Officers of the Civil Veterinary Department (see Chapter XXIX)
- (h) Law Officers (see Chapter XXXI)
- (i) State Railway Establishments (see Chapter XXXII)
- (j) Bengal Covenanted Pilot Service (see Chapter XXXIII)
- (k) Port Blair Police (see Chapter XXXIV)
- (l) Assam and Dacca Military Police (see Chapter XXXV)

Page 51 Article 196 (o).

Substitute the following for Rule 1 under this Article —

1 An officer appointed under contract for any term of years without prospect of permanent employment is not entitled to leave except in accordance with the terms of his contract—(See Note under Article 352)

(8th Edition, No 2 dated 17 10)

him even at the cost of the difference between a leave allowance and any passage money etc, due under his agreement, and

- (ii) it is certified that he will in all probability be able to return to duty at or before the end of six months

In cases in which the engagement is not terminated leave may be granted for a period not exceeding six months and on allowances not exceeding half pay]

Discretion of Government

197. (a) Leave of absence cannot be claimed as of right Nothing in these Regulations must be understood to limit the free discretion of the

Government to refuse, or revoke, leave of absence of any description, at any time according to the exigencies of the public service

(b) The Local Government may refuse to grant the full amount of leave applied for in any case, and should, by the exercise of this power, so regulate the date of an officer's return from leave as to cause as little change as possible in administrative arrangements

(c) This Article gives Local Governments ample powers for regulating leave of every description and in dealing with applications for leave the following instructions should be carefully borne in mind —

1—*Extract from Circular in the Home Department No 2^o (Public) dated 16th May 1884 —*

experience show that more stringent precautions against abuse of the rules are necessary and is of opinion that the matter might be brought by circular to the notice of Local Governments

the term of absence necessary for his complete recovery

2—*Home Department No 513 (Public) dated 16th April 1883 —* Two Military officers having applied for ordinary furlough within a short period after their transfer to employment in the Civil Department — namely before they had completed one year's service in that Department — the Local Government concerned felt itself justified under the terms in Clause

was accordingly approved.

Maximum Leave Admissible

198 After five years' continuous absence, whether with or without leave an officer is considered to be out of Government employ. But this rule may on public grounds and with the sanction of the Secretary of State in Council be relaxed in the case of any Civil officer other than a member of the Indian Civil Service

1—*Extract from Despatch from the Secretary of State No 87 dated 15th March 1883 —*

a limit of leave which under no circumstances can be exceeded and to which it is undesirable that any near approach should be made in any but very exceptional cases

NOTE.—[This Article does not apply to officers transferred to Foreign Service in India]

Recall from Leave

199 An officer recalled to duty before the expiry of leave of any kind is entitled to no concession if the return to duty is optional. If the

return to duty is compulsory he is entitled—

(a) to take the balance of his leave, together with any leave which was admissible at the time of recall, or for which he has subsequently become eligible, as soon as he can be spared from duty, and

(b) if the leave from which he is recalled is out of India—

(i) to the concessions in Articles 8 (iii) and 1127 subject to the conditions and limitations specified therein, and

(ii) to leave allowances during the voyage to India, and for the

No. 324.

Page 53, Article 200—

Substitute the following for this Article as inserted by correction slip No 213, dated the 7th October 1911:—

200 An officer who is on leave may not take service, or accept any employment which involves the receipt of a fee or honorarium, without obtaining the previous sanction of:—

(i) the Secretary of State, if the officer is residing in Europe, North Africa, America or the West Indies, and

(ii) the Government if he is employed, or in any place provided that when India, the special permission of the officer empowered to appoint him is sufficient authority for the acceptance of such employment

NOTE.—(This Article does not apply to the acceptance of fees for literary work or for service as an examiner, or to similar employment. Nor does it apply to acceptance of foreign service during leave, which is governed by Article 761 of these Regulations.)

(5th Edition, No. 324, dated 1913)

Page 53. Article 202

Substitute the following for the Note under clause (a) of this Article —

1 Officers appointed in England on probation in view to permanent service in India are entitled to leave as follows —

(i) Officers appointed for three years or more (see Appendix No 33) the same leave as if they held permanent appointments

(ii) Officers appointed for less than three years (see Appendix No 33) privilege leave and if necessary, leave on medical certificate not more than six months of such leave carrying allowances

NOTE.—Leave on medical certificate under clause (i) or (ii) shall not be granted for a period extending beyond the term of an officer's contract unless or until it has been decided to retain him in permanent employment

(5th Edition No 2 dated 1910)

(2) If recruited in India under the orders in Secretary of State's despatch No 14, dated the 15th March 1894—from the date of assuming charge of their appointment.

(3) If recruited in India before the date of the orders of 1894 mentioned in (2) above—from the date either of attaining the age of 20 years or of assuming charge of their appointments whichever is later provided that the service has been continuous.

(c) The service of—

(1) Probationary, officiating and temporary Deputy Magistrate Collectors and sub pro tem Sub Deputy Collectors in Bengal and Eastern Bengal and Assam

(2) Probationary officiating and temporary Deputy Collectors in the United Provinces

(3) Probationary, officiating and temporary Extra Assistant Commissioners in the Punjab, and

(4) Officiating and temporary Extra Assistant Commissioners in the Central Provinces

counts for leave from the date on which all the three following conditions are fulfilled namely

(a) two years' continuous probationary or officiating service such have been rendered,

(b) departmental examinations have been fully passed

(c) the age of twenty years has been attained

Note 4—

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203 (a) Service as an Apprentice does not qualify except in the following cases—

Engineer Apprentices

Qualified students of the Thomason College under } practical training

Assistant Superintendent Apprentices in the Indian Telegraph Department.

in the Public Work
Department.

The service of candidates in the Superior Revenue Establishment, Railways counts towards leave after they are confirmed in their appointments.

(b) Apprentice Overseers in the Public Works Department.

on medical

to the p

and allow an apprentice of either class counts his service as leave if on the termination of his apprenticeship he is appointed to a post in the same department.

Officers under Training.

203 A Local Government may at its discretion decide, in the case of a subordinate officer who is selected to undergo a course of training at a school, college or other institution, whether the time spent in training shall count as service qualifying for leave, and also whether or not such time shall be regarded as an interruption entailing forfeiture of leave already earned

Service under other Rules

204 An officer transferred to an office to which these rules apply is not entitled to Long Leave under them in respect of service rendered in an office to which they do not apply But service in the Army which under Article 356 counts towards Civil pension qualifies also for leave under Civil rules Any leave taken by an officer during such service will in the calculation of future leave be treated as if it had been taken under these Regulations

Service before Discharge, Resignation, or Dismissal

205 (a) An officer who is discharged on reduction of establishment from or resigns the public service and is re-employed after an interval, cannot, without the permission of the authority sanctioning the re-employment, count his former service towards leave

(b) An officer who is dismissed or removed from the public service and who is reinstated on appeal cannot count his former service towards leave unless the authority who, on revision or appeal, reverses the order of dismissal or removal, declares that his former qualifying service shall count

Private Secretary

206 Service as Private Secretary to the Governor General, a Governor or a Lieutenant Governor qualifies for leave, provided that the officer (before his appointment as Private Secretary) belonged to the Civil Service (whether the Indian Civil Service or not), or to the Staff Corps or to any of the Indian Establishments of the British Army

207 After a continuous service of three years, a Private Secretary whose case is not provided for by the preceding Article, may be granted Leave on Medical Certificate to the extent of one year with a leave allowance equal to half his salary, and subject to a maximum of £1,000 a year

Press Servants

208 A Section writer, or a Press servant, paid under the piece work system, if granted leave, is not entitled to any allowance whatever during his absence

Rule of Proportions

209 The leave allowances of an officer not subject to the Foreign Service Rules (Part VII) who has served in any appointment the salary of which has been derived either wholly or in part otherwise than from Indian Revenues, is charged according to the Rule of Proportions

PART II

Section III.—Retention of Appointment.

Lien on Appointment

210 An officer on Privilege leave has a lien on his substantive appointment, he has also a lien on his officiating appointment, so long as it is not resumed by an officer having a superior lien on it

211 (a) An officer under the European Service Leave Rules, on ordinary Furlough, or on Special leave, has a lien on his substantive appointment or on a substantive appointment of a like character and not less pay He

No. 77.

Page 56 Article 214.

Substitute the following for this Article —

214 An officer on leave may not surrender his lien on his substantive appointment, and except as provided in Articles 90 and 786, a Local Government, the appointment on which another substantive appointment

which, save in cases of misbehaviour or inefficiency, must be one of not less pay than his standing in the regular line would justify.

(5th Edition No 77, tab 3121)

214 An officer on leave may not surrender his lien on his substantive appointment, and except as provided in Articles 90 and 786, a Local Government may not fill up substantively, even for a time, the appointment on which an officer has a lien, without transferring him to another substantive appointment which, save in cases of misbehaviour or inefficiency, must be one of not less pay

215. An officer cannot obtain ordinary Furlough or Special leave unless he has a substantive appointment

NOTE 1.—[A Military officer who has officiated continuously in the Civil Department for at least 3 years is an officer with a substantive appointment for the purposes of this rule]

NOTE 2.—[A Military officer holding the appointment of Commandant or Adjutant of the Burma or Assam Police Battalions retains a lien on his appointment while on furlough under the Military Leave Rules to which he is subject.]

Compulsory Retirement

216. If a Local Government decides before an officer whom it has the power to remove from the service leaves India, that he shall not be permitted to return to duty in India it should give notice to him before he leaves India, so that any remonstrance which he may wish to make may be considered on the spot by an authority fully cognizant of the facts of the case. Such notice should not be postponed until after the officer's departure, and then communicated to him through the Secretary of State

217 If when an officer is going on leave out of India it is necessary to consider the propriety of removing him for incapacity whether mental or physical which is of such a nature that it is not possible to say before his departure from India whether it will be permanent or temporary or if for any reason it is considered inexpedient that an officer who is on leave should return to India the Local Government should report the circumstances fully (in the case of the Government of Madras or Bombay direct otherwise through the Government of India) to the Secretary of State. A communication of this nature should not be made direct to the officer concerned. The report should be made in time to enable the Secretary of State to take any necessary measures before the officer would in ordinary course be permitted to return to duty and in any case should reach the India Office at latest three months before the end of the officer's leave.

218 Articles 216 and 217 must not be understood to authorize the grant of Furlough to an officer who ought to be dismissed or removed from the service for misconduct or general incapacity.

Abolition of Appointment

219 The abolition of the appointment of an officer absent on leave out of India should be immediately communicated to the Secretary of State.

Section IV—Commencement and End of Leave

220 Ordinarily leave in India including Subsidiary leave and leave out of India when Subsidiary leave is not taken begins on the day on which transfer of charge is effected or if charge is transferred after noon on the following day. Similarly such leave ordinarily ends on the day preceding that on which charge is resumed or if charge is resumed after noon on that day. But if a Sunday or one or more gazetted holidays fall on the day immediately preceding that on which the leave begins or on the day on which the leave or the joining time between two appointments ends an officer may leave his station at the close of the day before or return to it at the end of such holidays provided his departure or return does not involve —

- (i) the immediate transfer of an officer from or to another station or the loss of his appointment by an officer appointed temporarily to the service
- (ii) the taking over of money unless subject to the condition that the departing officer remains responsible for the money in his charge the Local Government specially allows transfer of charge to take place before or after the holidays.

If holidays are as above prefixed to leave the leave and consequent rearrangement of allowances if any take effect from the first day after the holidays on which the office is opened for business and if holidays are affixed to leave the leave is treated as having terminated on and the rearrangement of allowances if any takes effect from the day on which the officer would have resumed charge had holidays not followed the leave.

In cases in which the application of the above rules as to prefixing and affixing holidays to leave is doubtful or inequitable, the Local Government shall decide which officer shall be held to have been in charge and to which the salary of the office for the Sunday or holiday shall be paid

221 When Subsidiary leave is taken, Furlough and Special leave out of India begin on and include, the day of the departure from the port where the officer first meets it of the vessel in which he sails. If an officer remains in India after the end of Subsidiary leave, his Furlough or Special leave dates from the beginning of his Subsidiary leave, unless he is specially exempted from forfeiture of his Subsidiary leave by his Local Government under the provision of Article 323 (b). Furlough and Special leave out of India end on, and include, the day before the arrival at the port where the officer last quits it of the vessel in which he returns, and Subsidiary leave begins the day after

NOTE 1—[The Furlough or Special leave of an officer sailing from Calcutta in a vessel which touches at Madras begins on the departure of the vessel from Calcutta and not from Madras]

NOTE 2—[The day on which the vessel in which the officer sails quits her moorings or anchorage whether she leaves the limits of the port or not on that day is the day of the departure of the vessel. The day of arrival of the vessel in which the officer returns is the day on which the vessel reaches her moorings or anchorage in port]

221A Special rules have been laid down in Appendix 6 A for reckoning leave in the case of officers stationed in certain remote districts outside India

222 An officer taking Furlough or Special leave out of India whether by itself or in combination with Privilege leave must report his embarkation, through the Audit Officer, to the Local Government (or other authority) which granted his leave, and his arrival in England to the Secretary of State

Section V.—Return to Duty.

NOTE—[With the exception of Article 231 this Section applies to Military officers in Civil employ subject to the Military Leave Rules]

Permission to Return

223 An officer may not, without the permission of the authority which granted him leave, return to duty more than fourteen days before the end of Long Leave

224 An officer on Long Leave in Europe must, if the leave was granted or has been extended on account of ill health, whether it be technically on medical certificate or not, satisfy the Medical Board at the India Office to his fitness to return to duty. Ordinarily he must attend at the India Office for examination by the Board, but, in special cases, particularly if residing at a distance of more than sixty miles from London, a certificate may be obtained from the India Office from two medical practitioners. On the required evidence of fitness being furnished, the officer will receive from the India Office permission to return to India. An officer whose leave was not granted, and has not been extended, on

grounds, does not require permission from the India Office to return to India. He must, however, take steps, either personally or through his agents, to ~~obtain a medical certificate of fitness signed by such medical officer as authority may direct.~~ could also inform the

Page 59. Article 225.

Substitute the following for this Article :—

225 An officer who has taken leave on account of ill-health, whether leave be technically leave on medical certificate or not, may, if he is in India or in any place not mentioned in Article 224, be required by authority which granted the leave to produce, before he is permitted to return to duty, a medical certificate of fitness signed by such medical officer as authority may direct.

orders, the particular appointment which he vacated before his leave should report his return to duty as prescribed in Article 228 and await orders.

Change of Appointment

is changed during Long Leave in within his leave. But if he have the Local Government may allow him joining time. During such joining time his allowances will be the same as for Subsidiary leave on return from Furlough.

Report of Return

228. A gazetted officer must report his return to duty to the Local Government under which he is employed. A member of the Indian Civil Service on the Bengal Establishment employed directly under the Government of India, returning from Long Leave, must also report his return to the Government of India in the Home Department.

Overstaying Leave

229 An officer who remains absent after the end of his leave is entitled to no allowance for the period of such absence, and ceases to have a lien on any appointment,—

- (i) if his leave was Furlough without Medical Certificate under the European Service Leave Rules; or Furlough under the Indian Service Leave Rules,—immediately; and

Page 59. Article 229.

Substitute the following for Note 2 under this Article :—

NOTE 2—[Short extensions of leave may be granted retrospectively in India to officers who under certain specified circumstances overstay their leave. See Article 237 (c).]

officers who overstay
1 Certificate out of
be necessary to do

230 If the Local Government is satisfied that the default of an officer is due to circumstances beyond his control, it may exempt him from loss of appointment under the preceding Article, but not from loss of allowances during the period of his absence without leave. The Local Government may authorize the payment to an officer subject to the Indian Service Leave Rules of as much as it thinks fit of any allowances during Subsidiary leave under clause (ii) of Article 321 (a), to which he would have been entitled if he had not remained absent after the end of his Furlough, or Leave on Private Affairs on Medical Certificate

exercised by them under the subordinate to them not being

231 So long as an officer is exempted under the preceding Article from loss of appointment, absence after the end of his leave though not counting as Continuous Service, does not operate as an interruption of Continuous Service or Continuous Active Service

Section VI—Combination, Extension, and Commutation of Leave

232 No kind of leave, except Extraordinary leave under Articles 332 and 339, leave under Articles 194 (a), 233, and 288, and in certain cases Examination leave, can be granted in continuation of any other kind of leave, leave under Article 288 may also be followed by any other kind of leave. Any leave granted under these Regulations may be retrospectively changed for any other kind or period of leave for which the officer was qualified when the original leave was granted. The authority who has the power to sanction leave may also commute retrospectively periods of absence without leave into leave without allowances (see Article 421)

NOTE.—[Subsidiary leave is not for the purposes of this rule regarded as a continuation of leave]

Leave on Private Affairs may be prefixed as such to leave on urgent private affairs, leave without allowances, subject to the following conditions—

- (i) when Privilege leave is combined with Furlough the amount of the combined leave shall not exceed two years,
- (ii) when Privilege leave is combined with Special leave under the European Service Leave Rules or Leave on Private Affairs under the Indian Service Leave Rules, the combined leave shall not exceed six months,
- (iii) when, however, Furlough Special leave or Leave on Private Affairs, granted in combination with Privilege leave, is extended on medical certificate the full period of Furlough, Special leave or Leave on Private Affairs ordinarily admissible under rule may be allowed irrespective of the limits prescribed in clauses (i) and (ii).

Insert the following as Note 1 under this Article renumbering the existing note as Note 2—

NOTE 1—Clause (iii) of this Article does not apply to military officers in civil employ who are subject to the Military Leave Rules. In the case the rules of the Army Regulations, limiting the total period of absence from duty will apply.
(5th Edition No 365 dated the 2nd March 1914)

Article 233 If on the other hand—

234 The grant of extension of Furlough, under Article 232 (otherwise than on medical certificate), is subject to proviso (v) under Article 308 (b)

No 331.

Page 61, Article 237.

Substitute the following for clause (a) of this Article :—

237 (a). An officer absent on long leave in Europe, North Africa, America, or the West Indies, who wishes to have his leave extended or commuted must apply to the Secretary of State about three months before the expiration of his leave unless the extension is desired on medical grounds or is for period of not more than 14 days, he must produce with his application evidence that the Local Government has been referred to by him, and has no objection to the extension or commutation desired. If the officer is on medical leave and desires an extension for more than 14 days, or if he is on other leave and desires an extension on medical grounds, he must satisfy the Medical Board at the India Office of the necessity for the extension. If application for extension is delayed until the last two months of leave, advice of an extension granted for a period of more than seven days will be sent to India by telegraph and the cost of the telegram will ordinarily be charged to the officer.

1 In the case of a Commissioned Medical Officer the Local Government should make reference to the Director General Indian Medical Service before granting the permission

(5th Edtion No 331 dated the 10th November 1913)

(d) Furlough out of India on medical certificate may be commuted into leave without medical certificate if such leave was due at the time when the original Furlough was granted, and if the officer seeking commutation is certified, as prescribed in Article 224, to have recovered his health. When extension of the commuted Furlough is applied for, the application must be supported by evidence that the officer's Local Government consents to the extension of his leave.

Applications for extensions of commuted Furlough on medical certificate should be dealt with by Local Government in such a way that officers who have preferential claims to Furlough under Article 310 are not thereby debarred for a considerable time from availing themselves of the Furlough at their

Page 62. Article 238.

Substitute the following for this Article :—

238. An officer on long leave in any place out of India not mentioned in Article 237 (a) who wishes to have his leave extended or commuted, must apply three months before the expiry of the leave to the authority in India which granted it. Whenever leave is extended or commuted under this Article, the fact should forthwith be notified by the Audit Officer to the Government of India in the Finance Department, in order that it may be communicated to the Secretary of State with a view to the payments by Colonial Treasurers or Staff Officers being checked.

239. When Privilege leave is, on medical certificate, retrospectively changed for Furlough out of India, so much of the leave passed before the departure of the vessel in which the officer sails may be treated as Subsidiary leave under clause (i) of Article 321 (a) as might have been granted as Subsidiary leave if the officer had originally obtained Furlough and not Privilege leave, notwithstanding that a portion of such retrospective Furlough has been passed in India.

NOTE—[This Article will not apply when the subsequent order grants leave in continuation of the Privilege leave under Article 233.]

Military Officers.

240. In the case of a Military officer subject to the Military Leave Rules leave may be retrospectively commuted by the authority which granted it to any other kind of leave which the said authority would have been competent to allow when the original leave was sanctioned.

NOTE—[Articles 237 to 239 apply to Military officers subject to the Military Leave Rules.]

Chapter XII.—Short Leave.

Section I.—Extent of Application.

241. The rules in this Chapter regulate the Short Leave of all officers in Civil employ (whatever may be the rules to which they are subject in regard to other leave) except:—

(a) The Governor-General, Governors, Lieutenant Governors, and Members of Council (see Chapter XXII).

- (b) Judges of High Courts (see Chapter XXIII).
- (c) Barristers holding the appointments referred to in Chapter XXIV except as stated in that Chapter
- (d) Ecclesiastical officers appointed before 29th July 1906 But Articles 261, 279 and 280 do apply (see Chapter XXVII)
- (e) Law officers, except as stated in Chapter XXXI.
- (f) State Railway Establishments, except as stated in Chapter XXXII.
- (g) Bengal Covenanted Pilots, except as stated in Chapter XXXIII
- (h) Port Blair Police (see Chapter XXXIV).
- (i) Calcutta and Suburban Police Forces (see Chapter XXXVI)

Temporary and Non Continuous Service

242. (a) An officer who has a temporary or officiating appointment only may be allowed Privilege leave, without losing his lien on such appointment, if no substitute is required, or if his duties can be provided for without additional expense

(b) If such an officer is, without interruption of his service, appointed to a permanent office, his temporary or officiating service may be treated as duty qualifying for Privilege leave

NOTE.—[This rule does not apply to the State Railway officers whose service is classed under clauses (c) and (d) of Article 659]

243. Privilege leave is not allowed to an officer employed in an establishment the duties of which are not continuous, but are restricted to certain fixed periods in each year (See also Article 369)

Petty Military Officers

244. Privilege leave may be granted under this Chapter to a Military Hospital Assistant temporarily lent to the Civil Department A Hospital Assistant is not entitled to Privilege leave in respect of duty done in the Military Department

Seamen

245. An officer or seaman attached to a Pilot vessel at the Sandheads may, in addition to the Privilege leave admissible under this Chapter, be allowed one month's leave on shore, beginning on the date of his arrival at Calcutta, after four months' continuous duty at the Sandheads.

Section II.—Privilege Leave—Ordinary Rules.

Amount earned

246. The amount of Privilege leave earned by an officer is one eleventh part of the time during which he has been on duty without interruption.

Provided that no Privilege leave can be earned by an officer by duty performed while three months' such leave is due to him, and that, whenever duty is interrupted, all claim to Privilege leave earned therefore is forfeited. Absence on Privilege leave, though not counting as duty is not an interruption of duty within the meaning of this Article.

247. The calculation must be made as follows—One calendar month for every eleven complete calendar months of duty, and one day for every eleven days of the balance.

Qualifying Service

248. When an officer is first appointed to the public service, duty qualifying for Privilege leave does not begin until he takes charge of his office.

249. Time spent on Subsidiary leave does not qualify for Privilege leave but if an officer, returning from leave, not before the expiration thereof, be only for the convenience of the Local Government and not for any fault of his own, prevented from joining an appointment on which he has a lien, or be kept out of employ on Subsistence allowance, then duty qualifying for Privilege leave begins on the day on which he presents himself to the Local Government ready for duty.

(b) The leave is earned by uninterrupted duty in either the Civil or the Military Department. But a Military officer who has taken in any calendar year the whole or a portion of the Privilege leave admissible to him for that year, under Military Rules, does not begin to count service for Privilege leave in the Civil Department until the first day of the following year.

Limit.

251. The amount of Privilege leave admissible at one time is limited to three calendar months.

Exception—Officers stationed in the Andamans and Nicobars, officers stationed in Persia at places such as Ahwaz and Kermanshah, and in the Persian Gulf or at Maskat and Baghdad, Gyantse in Chumbi, and European officers in Burma who take Privilege leave by itself and spend it out of Burma or India, are allowed, on each occasion when they may

Amount due.

252. The Privilege leave due to an officer is the Privilege leave which he has earned since the last interruption of duty, less the period during which he has been absent on Privilege leave.

Interruptions of Duty.

253 If an officer remains absent after the end of Privilege leave, his duty is interrupted within the meaning of Articles 246 and 260. But if the Local Government considers that his default was due to circumstances beyond his control, it may remit the penalty.

NOTE.—[The Local Government may delegate the power exercised by them under this Article to any officer or class of officers subordinate to them not being below the rank of Collector or District Judge.]

254 If an officer remains absent after the end of Examination leave, or of Joining Time, the period of absence cannot count as duty qualifying for Privilege leave, and, unless the absence is accounted for to the satisfaction of the Local Government, it is an interruption of duty.

NOTE.—[The Local Government may delegate the power exercised by them under this Article to any officer or class of officers subordinate to them not being below the rank of Collector or District Judge.]

255 (a) Leave under Articles 279 and 280 may, if the examination for which it is granted be successfully passed and if the officer has not already had twelve months' leave under that Article, count as duty qualifying for Privilege leave.

(b) Leave under Article 281 may also count as duty qualifying for Privilege leave.

No. 215

Page 65 Article 256

Substitute the following for this Article:—

256 Hospital leave under Articles 287, 288 and 291 and leave on medical certificate under Articles 661 and 663 are not interruptions of duty.

(6th Edition No 215 dated 2.11.1912)

interrupts duty or, not as may be decided in each case by the authority having power to pass final orders in the case. Time passed under suspension does not qualify for Privilege leave, unless, in any case, such authority expressly orders that it shall so qualify.

259 "Leave in India" under Rule 1 of the Leave Rules for the Staff Corps is an interruption of duty.

Condition of Grant

260 To an officer who has been on duty, without interruption, for eleven calendar months, and who has not for six calendar months, been absent on Privilege leave, the whole or any part of the Privilege leave due to him may be granted. But when Privilege leave is combined with other leave under Article 233, the amount due may be granted irrespective of these conditions.

1 The condition prescribed in this Article by which an interval of six months is required to elapse between two periods of absence on Privilege leave, does not apply to officers of the State Railway Revenue Establishment referred to in Articles 661 and 663, nor to Gazetted Officers of the Opium Department.

Substitute the following for this Article:—

265 If an officer, on transfer from one appointment to another, obtains privilege leave without joining his new office, his leave allowance shall not be less than it would have been if he had joined his new office before taking leave, provided that the rate of pay attached to the new appointment is not different from and higher than the rate of pay attached to the old appointment. Where, however, the transfer involves an increase in the officer's duties or responsibilities, and is to an office on a different and higher rate of pay from that drawn by the officer in the old office, the officer shall not draw the higher rate of salary until he actually joins his new office.

EXAMPLE.—The rate of pay drawn by a Collector and by an Accountant General is different from and higher than the rate of pay drawn by a Joint Magistrate or by an officer of Class I of the Indian Finance Department respectively.

(1st Edition, No. 356, dated 1st October 1914)

with other leave, or when an officer is permitted to retire at the end of the privilege leave granted to him under Articles 301, 345 or 677, the right to receive Privilege leave allowances is contingent (except in case of death) upon the return of an officer to duty on the expiry of such leave or vacation.

(4th Edition, No. 356, dated 1-12-10)

205 If an officer, on transfer from one appointment to another, obtains Privilege leave without joining his new office, his leave allowance shall not be less than it would have been if he had joined his new office before taking leave.

266 An officer who holds an appointment sanctioned for not more than six months is not entitled, during Privilege leave to the special rate of pay of, or any special allowance attached to, the appointment.

Local Allowances how affected

267 A Local Allowance may be drawn by an officer on Privilege leave only if there is no *locum tenens* to whom it is payable.

1. An officer on Privilege leave may draw Presidency allowance or Presidency house rent, provided that no extra expense is thereby caused to the State and provided his previous rate of expenditure for a house is continued during his absence.

NOTE.—[This rule applies also to officers in receipt of house rent allowances at Shillong.]

2. The Local Allowances known as Burma, Assam and Baluchistan allowances and the Local Allowance drawn by certain Executive and Assistant Engineers in Sind the Punjab and the North West Frontier Province may continue to be drawn by officers on Privilege leave, provided that the grant of leave does not necessitate the transfer within the limits of the Province of an officer from outside the Province.

3. Provincial Forest Officers and Executive Engineers serving in the Andamans who are recruited from Burma draw their local allowances while on privilege leave.

House rent, Horse Allowances, Tentage, etc

268 In the Bombay Presidency, an officer on Privilege leave may draw the house rent attached to his appointment, if he places his house at the disposal of the officer, if any, who officiates for him. The officiating officer cannot, in such case, draw the house rent attached to this appointment. But

if the officer, for a reason which the Local Government considers sufficient refuses the accommodation placed at his disposal, the allowance is to be drawn by him and not by the absentee

1 Constables of the Bombay City Police while on leave under Article 288 may draw the house rent allowance admissible to them, provided it is not paid to their substitutes

269. A Military Medical Subordinate employed in the Civil Department may, when on Privilege leave, draw the special allowances of his appointment, such as house-rent, horse allowance, etc., provided that they are not drawn by any other officer during his absence

270 In the Madras Presidency, an officer on Privilege leave is entitled to draw his ordinary tentage, the officer officiating for him being allowed to draw only the tentage of his substantive rank

Section III.—Privilege leave in cases of regular vacations.

No. 63.

Page 67. Article 271.

Insert the following as a Note under this Article:—

NOTE—[The rule in this Article does not apply to the Judicial Commissioners and Additional Judicial Commissioners of Oudh Sindh and the Central Provinces in cases where the conditions of the note to Article 278 are satisfied]

(5th Edition, No. 49 dated 1884.)

271. If an officer is prevented by general or special orders issued by competent authority prevented in any year from availing himself of the vacation or vacations by reason of his having to remain at his post on duty. In such a case, Privilege leave may be granted under the ordinary rules. Provided always that the leave shall not in any case be combined with vacation

273 An officer whose work requires him to be present at his station for a portion of the vacation is eligible for Privilege leave under the ordinary rules, provided he has not been absent from his station for more than fifteen days of the vacation. If he has been absent for more than fifteen days, his title to Privilege leave is regulated by Articles 271 and 274. Any such officer applying for Privilege leave must attach to his application a certificate either—

- (1) that he was not absent from his station for more than fifteen days,

(ii) that he was absent from his station for a specified number of days exceeding fifteen,

in any of the vacations included in the period of service by which the Privilege leave claimed has been earned.

* NOTE.—[Absence on duty, whether within or out of jurisdiction, is not absence from station for the purposes of this Article.]

274 An officer who is, by general or special orders issued by competent authority prevented from availing himself of a part only of a periodical vacation, may, during Privilege leave subsequently taken, draw his full salary for a period bearing the same proportion, if the vacation be annual, to a month, or if it be half yearly, to half a month, as the time spent on duty during the vacation bears to the whole vacation.

275 An officer transferred from a department to which the ordinary Privilege leave rules apply to one in which Articles 271 to 274 apply, loses all claim to take the Privilege leave at his credit, provided that—

(i) Any Privilege leave granted to him—

not exceeding the salary which would have been admissible if he had taken the leave immediately before being transferred.

(ii) If he returns to a department in which Privilege leave is regulated by the ordinary rules, he shall be reckoned on such return to have at his credit the amount of leave which was at his credit at the time of the first transfer, less any amount enjoyed under Proviso (i).

276 The reckoning under the preceding Article shall not, in any case, extend backwards over an interruption of duty.

277. Officers to whom Privilege leave under the ordinary rules and conditions is not admissible (Article 271), may combine vacation with Long Leave (either at the beginning or end thereof) on the same conditions as those on which other officers are allowed to combine Privilege leave under Article 233.

278 The foregoing rules do not apply to District and Sessions Judges : to them privilege leave is granted under the ordinary rules.

District and Sessions Judges may combine—

(a) privilege leave with long leave under the conditions of Article 233 ;

(b) vacation with either privilege leave or long leave taken separately when such combination can be arranged without additional expenditure, and is admissible under the terms of Article 220, the days occupied by the vacation being treated for this purpose as gazetted holidays.

They may not, however, take vacation together with combined leave.

Section IV.—Examination Leave.

... this section, permission to Government in any of the

Oriental languages carries with it the grant of joining time (excluding the time allowed for preparation) to and from the place of examination, besides leave for the day or days of examination

(ii) if he undertakes to spend it in study under professional tuition at a Presidency town, the whole period of two months before the examination

(b) An officer who is a candidate for the Degree of Honour in Arabic or Persian, may be allowed either leave for two months under clause (a), or, if he has been in India for six months, leave for four months to Persia for Persian or for six months to Syria for Arabic. Officers of the India may be granted this leave even when they are candidates only for the Higher Standard or High Proficiency test in Arabic or Persian

NOTE.—[Leave under clause (a) or (b) is not admissible more than once, nor can such leave be combined.]

(c) Privilege leave may not be granted in continuation of the month's

No. 11.

Page 69. Article 280

insert the following as a note under clause (d) of this Article :—

NOTE.—[An officer serving in a department in which regular vacations are allowed is entitled during examination leave to a leave allowance equal to the salary which he would receive if he were on duty in the appointment on which he has a lien.]

(5th Edition 2011 dated 18-10)

Departmental Examinations

284 (a) An officer while absent from his office or from his station to attend an obligatory Departmental Examination, or (in the Punjab) an examination in Pushtu or Baluchi, is considered to be on duty.

(b) Leave may not be given under this Article to an officer to prepare for examination, or for recreation after examination. A reasonable time, including the day or days of examination should be allowed for the journey to and from the place of examination, and nothing more.

285 An officer permitted to present himself at any examination which must be passed before a person is eligible for a higher subordinate appointment in any branch of the service such as a Deputy Magistracy, may, under the orders of his immediate departmental superior, be allowed leave of absence for the number of days actually necessary to enable him to attend at the examination. During this short absence no deduction will be made from the officer's allowances unless the head of the office finds such deduction necessary to enable him to make arrangements for carrying on the work. Such leave should not be allowed more than twice for each standard of examination.

286 Leave may not be granted under this Section to a Military officer subject to the Military Leave Rules to enable him to pass an examination under Article 684 Army Regulations India Volume I Part I.

Section V.—Hospital Leave

Jail Warders, Postal Officers, Peons and Guards

287 A Jail Warder (except in Bengal), Warder of a Lunatic Asylum, Postman, Mail Carrier or Mail Coachman or a Peon or a Guard in permanent employ whose case is not provided for in Article 288 while ill in hospital or dispensary, or receiving medical aid as an out-door patient of the hospital or dispensary of the station at which he serves may, without reference to the allowance paid to his substitute, be allowed half pay for a period not exceeding six months altogether in any one term of three years, whether such leave be taken in one period or by instalments. The Director General of the Post Office may grant full pay for three months to a Postman, Mail Carrier, or Mail Coachman under exceptional circumstances, as, for example, if he is wounded by robbers or a wild animal, and may also, at his discretion, dispense with the condition requiring attendance at a hospital or dispensary. He may also grant leave on full pay in India for a period not exceeding six months to subordinates of the Railway Mail Service who may be injured in the execution of their duty, subject to the conditions under which such leave is granted to State Railway employes by the Managers of State Railways under Article 665.

NOTE.—[The term "Peon" in this Article includes a Process server of that class.]

Police and Salt Department Officers

288 A Police officer enrolled under any Act of the Legislature (not being a member of the Port Blair Police Force), whose pay does not exceed Rs 20, or if he be a member of the Bombay City Police force, Rs 25,

Substitute the following for this Article:—

under any Act of the Legislature (not
— has not existed

No. 216.

Page 71.

Insert the following as a new Article:—

School mistresses.

288A Maternity leave of absence from duty may be granted on full pay by a Local Government or any subordinate authority empowered in this behalf whether by general or special order by a Local Government to school mistresses for a period which shall not ordinarily exceed two months, but which may be extended to 3 months at the discretion of the sanctioning authority.

(5th Edition No 216, dated 2-11-1911)

Provided always that
 cases in which illness shall be certified not to arise from
 intemperate habits

(5th Edition No 212 dated 1-3-11)

Marine and Military Establishments

289 An Officer, Warrant or Petty officer, of the Indian Government, sea-going, inland, or harbour vessels and hulks, is, in case of sickness or injury, ordinarily treated on board his vessel, and is entitled to full pay for a period not exceeding six weeks. If sent to a hospital, such an officer is, unless the disease or injury is certified by a responsible Medical Officer to have been caused by an offence such as malingering, wilful maiming, wilful aggravating of disease or injury, drunkenness etc., committed by him, entitled to full pay for a period of six weeks, inclusive of any time passed on board his ship sick quarters. Time thus spent in ship sick quarters or in hospital on shore, up to a period of six weeks, is not an interruption of duty within the meaning of Articles 246 and 260. An officer of the Marine Department who holds a shore appointment is not entitled to this concession.

NOTE.—[The provisions of this Article apply to the crew of the Indo-European Telegraph Department Steamer.]

290 A seaman disabled while in the discharge of duty may be allowed pay at harbour rates for a period not exceeding three months, provided that the injuries from which he is disabled are certified to by a Government Medical Officer, and are not owing to the seaman's own carelessness or inexperience, and that the vacancy caused by his absence is not filled up

in a Govern-
 extra employé)
 whether per-
 public servant
 k on account
 for one month,

and thereafter half pay for three months

292 A Dockyard artificer on the permanent establishment may, in case of ordinary sickness, be allowed full pay for a week, if his work can be carried on without a substitute and without inconvenience, but no pay can be allowed to him—

- (i) if it be necessary to appoint a substitute, or,
- (ii) if his absence be prolonged beyond a week, whether it be necessary to appoint a substitute or not

Hospital Servants, Madras and Bombay.

293 Half pay for a period not exceeding six months altogether, in any one term of three years, whether the leave be taken in one period or by instalments, may be granted to the following hospital servants, during their absence on account of illness without reference to the allowance paid to their substitutes, on production of a certificate declaring that the person concerned is an in patient, and under treatment for a disease not the result of imprudence —Ward attendants, Toties, Bearers, Cooks, Cook's mate, Cook's assistant mate, in the Presidency Town of Madras, and Ward attendants (including dispensary servants, and dressers), Cooks Sweepers, Bhatis, Dhobis, in the Bombay Presidency

Presidency Public Works Workshops, Madras

294 Labourers in the Presidency Public Works Workshops, Madras, employed on daily wages, when temporarily absent from work in consequence of injuries sustained on duty in the Workshops may on production of a medical certificate, signed by a properly qualified officer of Government, recommending their absence from work, be granted, under the special orders of the Superintendent or officer in charge of the Workshops, allowances not exceeding those sanctioned in Article 666 for Labourers in State Railway Workshops

Section VI.—Leave during Recess

295 Leave during the Recess may be granted by the Head of the Party to which he belongs to—

- (i) a Native Surveyor or other subordinate in the Survey of India, or in the traverse Survey Party of the Central Provinces, whose service is superior,—on half pay or less (payable on return to duty), or without pay,
- (ii) a Lower Subordinate in the Forest Survey, or a Forest Subordinate in Kumaun and Garhwal and the following sub montane divisions —Pilibhut, Kheri, Bahraich, Gonda and part of Gorakhpur,—on half pay (payable on return to duty),
- (iii) to such of the Tindals, Mates, Khalasis, Jamadars Chaprasis, Burkundazes attached to any Party of the Survey of India or to the traverse Survey Party in the Central Provinces as the Head of the Party may deem it desirable to re entertain for the ensuing season—on allowances not exceeding half pay (payable on return to duty)

Substitute the following for this Article —

296. Privilege leave may not be granted to an officer who is entitled to departmental leave under the preceding Article, but a Lower Subordinate in the Survey of India, or in the Traverse Survey Party of the Central Provinces, a menial in the Survey of India or a Forest Subordinate in the tracts mentioned in Article 295 (u), who is prevented from availing himself of departmental leave may be allowed to take Privilege leave under the ordinary rules, service towards such leave counting from the date of return from departmental leave. Privilege leave will not be granted except upon a certificate, from the Head of the Party or Office to which the officer is attached, that he was prevented from availing himself of departmental leave in consequence of the exigencies of the service.

(5th Edition No. 290 dated 1-9-11.)
service.

— exigencies of the

Chapter XIII.—Long Leave—European Services.

Section I—Extent of Application.

297. The rules in this Chapter apply to—

(a) Members of the Indian Civil Service

(b) Military officers subject to the Civil Leave Rules

No. 341.

Page 73, Article 297—

Substitute the following for the entry "Judicial Department" under clause (c) of this Article, as amended by correction slip No. 234, dated the 2nd January 1912.

(1) Judges (other than Chief Judges) and Registrars of Presidency Small Cause Courts, Presidency Magistrates; Legal Remembrancer and Secretary to the Legislative Council, Punjab when these appointments are held by Barristers or Solicitors

(2) Masters, Clerks and Peons of the High Courts, Master and Registrar in Equity, Original Side, Madras High Court when these appointments are held by Barristers or Solicitors, and Admiralty Registrar, Original Side, Madras High Court when these appointments are held by Barristers or Solicitors

(5th Edition, No. 341, dated the 2nd March 1914)

Original side, Madras High Court, when these appointments are held by Barristers

POLICE DEPARTMENT—Assistant Superintendents and officers of higher rank

JAIL DEPARTMENT—Inspectors General and Superintendents of Central and Presidency Jails

EDUCATION DEPARTMENT—Principals of the following institutions—Lawrence Military Asylum, Sanawar, Mayo College, Ajmere; Residency College, Government College, Ajmere, Rajkumar College, Rajkot.

BERAR COMMISSION—Assistant Commissioners and officers of higher rank by the Secretary of State, or with his particular sanction

PORT BLAIR COMMISSION—Assistant Superintendents and officers of higher rank

ACCOUNT DEPARTMENT (CIVIL)—Enrolled List—

(1) Officers appointed in England by the Secretary of State

No. 174.

Page 74. Article 297.

Substitute the following for the entry "Militia"
 No. 155.

Page 74. Article 297(c)

(1) *Substitute the following for the entry "Account Department (Civil) etc"*—

ACCOUNT DEPARTMENT (CIVIL)—

(a) Officers of the Indian Finance Department including members both of the late Enrolled List and of the late Enrolled List of the Accounts Branch of the Public Works Department—

- (i) if appointed in England by the Secretary of State,
- (ii) if appointed otherwise, but drawing pay not less than Rs 800 a month
- (b) Officers of the late Postal Account Department drawing pay not less than Rs 800 a month

(2) *Strike out the entry "Account Department (Postal) etc"*

(5th Edition, No 41, dated 1-1-11)

1910. 21.

Page 74. Article 297.

Add the following to the list under clause (c) of this Article:—

PRINTING DEPARTMENT—Superintendents of Government Printing India, Madras, Bombay, Bengal, United Provinces and Burma on pay not less than Rs 800 a month

(5th Edition, No 41, dated 1-1-11)

Medical Officers, as appointed by the Secretary of State—

The Commander, First and Second Officers, and Chief Engineer of the Cable Ship

MARINE DEPARTMENT—Constructors Bombay and Kidderpore Dock yards

Department

Government
the Per-
legislative

298 An officer to whom the rules in this Chapter—
 forfeit his privileges upon transfer to some office
 unless such transfer is ordered as a penalty, or
 efficiency.

PART III.

Section II.—Furlough

General Limitation

299 The amount of Furlough admissible to a member of the Indian Civil Service or a Military officer subject to the Civil Leave Rules —
aggregate

Page 75 Article 300.

Substitute the following for clause (a) of this Article —

- (a) In the case of a Military officer subject to the Civil Leave Rules —
(1) Furlough under Rules 1 and 6 of the Military Furlough and Leave Rules of 1875, and
(2) Leave in or out of India with pay under the Leave Rules of 1886 for the Indian Army

NOTE 1—(See note to Rule 1 of the Military Furlough Rules of 1875)

NOTE 2—(All leave falling within clause (a) (2) of this Article counts towards the maximum limit in Article 210, even though it may not be taken in to account in calculating the amount of furlough earned under Article 303)

(1st Edition No 247 dated 10th June 1911)

under the Indian Service Leave Rules

Leave after completion of term of Service

301 (a) The limitations affecting members of the Indian Civil Service whose term of service is complete are prescribed in Article 555 and those affecting Military Officers, in Article 620

(b) Any other officer subject to the rules of this Chapter who is retained in the service after the age of fifty five years may, after attaining that age, be granted Privilege leave or any Special leave to which he may be otherwise entitled or Subsidiary Leave preparatory to retirement, or Extraordinary leave without allowances under Article 332 The total is — under

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in such an officer before the date on which he attains the age of fifty five years, ceases to have effect on that date

NOTE—[Except in the case of an officer who of — as been refused leave owing to the exigencies of — also (b) of this Article is subject to the condition — the leave. In of retiring for

Page 75. Article 302

Insert the following as a Note under this Article —

NOTE—(In the case of a Military Officer subject to the Civil Leave Rules of this Article has effect only from the date on which he becomes subject to those rules (see rule 1 and 2 under Article 30) furlough in respect of previous service — ted under Article 303)

(3rd Edition No 372 dated 11)

ACCOUNT DEPARTMENT (CIVIL)—Enrolled List—

(1) Officers appointed in England by the Secretary of State

No. 174.

Page 74. Article 297.

Substitute the following for the entry " *Enrolled List* "—
No. 155.

Page 74 Article 297(c)

(i) Substitute the following for the entry "Account Department (Civil) etc"—

ACCOUNT DEPARTMENT (CIVIL)—

(a) Officers of the Indian Finance Department including members both of the late Enrolled List and of the late Senior Accounts Branch of the Public Works Department—

(i) if appointed in England by the Secretary of State;

(ii) if appointed otherwise, but drawing pay not less than Rs 500 a month

(b) Officers of the late Postal Account Department drawing pay not less than Rs 800 a month

(ii) Strike out the entry "Account Department (Postal) etc."

(5th Edition, No. 120 dated 17/11)

NO. 71.

Page 74. Article 297.

Add the following to the list under clause (c) of this Article—

No. 65.

Page 74. Article 297.

Insert the following new entry after the entry relating to the Marine Department in clause (c) of this Article:—

MEDICAL DEPARTMENT—Matron, Assistant Matron and the Nursing Sisters of the General Hospital, Rangoon, when recruited in England

5th Edition No 64, dated 11/12/10

Public Library, Madras

(5th Edition No 64, dated 11/12/10)

298 An officer to whom the rules in this Chapter are applicable does not forfeit his privileges upon transfer to some office not included in Article 297, unless such transfer is ordered as a penalty, or because of the officer's inefficiency.

PART III.

Furlough Due

The amount of furlough due to an officer is the amount which would have been due to him—

(a) If he is a member of the Indian Civil Service or a Military Officer, by the Indian Civil Leave Rules, by the Furlough which he has been entitled to under these rules.

(b) If he is an officer other than an officer of the Indian Civil Service or the Army, by the Furlough or Special leave with allowance which he has enjoyed under these rules. (See also Article 207.)

When a member of the Indian Civil Service or a Military Officer becomes entitled to the Furlough due to an officer, he becomes entitled to the Furlough which he has enjoyed under these rules in this Chapter—

(a) If he is a member of the Indian Civil Service or a Military Officer, he becomes entitled to the rules in this Chapter from the date of receipt of the Secretary of State's order of September 21, 1893, by reason of his acquiring on that date the qualification specified in Article 207 (d) or (e) —

(b) If he is an officer other than a member of the Indian Civil Service or a Military Officer, he becomes entitled to the rules in this Chapter from the date of receipt of the Secretary of State's order of September 21, 1893, by reason of his acquiring on that date the qualification specified in Article 207 (d) or (e) —

The amount of Furlough due to him shall be taken at one eighth of his service while under the Indian Service Leave Rules, less the amount of Furlough or of Leave on Private Affairs enjoyed by him under Articles 237 and 238. Leave on Medical Certificate shall in this calculation reckon neither as service qualifying for Furlough nor as Furlough taken, but the amount of Furlough due shall not exceed the amount which would be due if the officer had been under the European Service Leave Rules from the beginning of his service and the leave taken by him on medical certificate had been Furlough on medical certificate under the rules in this Chapter.

(b) In the case of an officer who is brought under the rules in this Chapter for the first time by the operation of the orders in the despatch of the 21st September 1893, but who would have come under them at an earlier date if they had been in force at the time, the calculation of Furlough and other leave due shall be made as follows—

- (i) If under those orders he would have been under the rules in this Chapter from the commencement of his service, the calculation shall be made as if such rules had applied to him from the commencement of his service, and all leave taken by him had been taken under those rules.
- (ii) If under those orders he would at some stage in his service have passed from the Indian Service Leave Rules to the rules in this Chapter, then the calculation shall be made under the rules in clause (a) under this Article as if he had come under the rules in this Chapter at such earlier stage. He shall be held to have been under the rules in this Chapter from the said earlier date.

and all Furlough, Leave on Private Affairs, or Leave on Medical Certificate taken after such date shall be treated as Furlough taken under the rules in this Chapter

Provided that in the case of the officers mentioned in Article 297 (c) who came under the rules in this Chapter before the 11th October 1893, the calculation shall continue to be made under the following rules —

In calculating the Furlough "earned" only half the Active Service rendered by the officer in offices other than those included in Article 330 of the Second Edition of these Regulations is taken into account. The whole of the Active Service rendered by the officer whilst

No 269

Page 78. Article 306

Substitute "304 (b)" for "304" in line 1 of this Article.

(5th Edition, No 269, dated 1-5-12)

European Service Leave Rules and come under them immediately or,

(b) postpone his coming under them until his return from leave

Furlough admissible

308 To an officer who has rendered three years' Continuous Service, Furlough for not more than two years may be granted as follows —

- (a) On medical certificate —unconditionally, see Articles 828 to 832,
- (b) without medical certificate —subject to these provisos —

- (i) that the Furlough be due to him,
 - (ii) that he has rendered eight years' Active Service in Civil employ,
 - (iii) that an interval of not less than eighteen months has elapsed
- weeks' duration, with which
he leave commenced Continuous

Service (Article 22), the period of 18 months begins to run from the date subsequent to that of the end of the combined leave

- (iv) if a Military Officer subject to the Civil Leave Rules, who has not rendered eight years' Active Service in Civil employ, and
 - (1) if the Furlough which he applies for is his first Furlough—that he has two years' Furlough due to him under the calculation in Article 303, or
 - (2) if the Furlough applied for be other than his first Furlough—that he has rendered three years' Continuous Service since his return from Furlough,
- (v) that the whole number of officers absent on Furlough and Special leave does not exceed the limit (if any) appointed by the Government of India (see Articles 309 and 310)

Substitute the following for this Article as amended by correction slip No 3, dated 1st July 1910.—

314 An officer on ordinary Furlough is entitled to a leave allowance equal to half his average salary, subject to the following limits—

(a) in the case of a member of the Indian Civil Service—

(1) if paid at the Home Treasury of the Government of India, maximum £1,000 a year and minimum £500 a year, or the salary last drawn by him on duty, whichever is less,

(ii) if paid in India, maximum Rs 833½ a month, and minimum Rs 416½ a month, or the salary last drawn by him on duty, whichever is less,

(b) In the case of a Military Officer, subject to the Civil Leave Rules, the same maxima and minima as in the case of a member of the Indian Civil Service. Provided that, during furlough added under Article 303 to the furlough earned under Civil Rules, the minimum shall (in the case of an officer who became subject to the Civil Leave Rules on or after the 1st April 1888) be that prescribed by the Military Rules to which an officer was subject immediately before coming under the Civil Leave Rules, and that in the case of an officer of the Royal Engineers, whose case is governed by clause (ii) under Article 303, the minimum shall be the rate prescribed by the Leave Rules for the Indian Army, according to the length of his service for Indian pension. In the case, however, of an officer of the Royal Engineers serving under British Army Leave Rules, the minimum for so much of the furlough credited under Article 303 (ii) as has been earned by service in Civil employment shall be at the rate of—

(1) £500 a year—if he elected for continuous service in India before the 1st February 1898

(2) £500 a year or the salary last drawn by him on duty, whichever is less—if he elects to come under the Civil Leave Rules after completing 5 years Indian Service,

excess civil earned for this concession)

(c) in the case of any other officer subject to these rules—

(1) if paid at the Home Treasury of the Government of India, maximum £800 a year, no minimum except as provided in Article 320,

(ii) if paid in India, maximum Rs 666½ a month, no minimum, except as provided in Article 320

Provided always that the allowances of an officer during leave shall in no case exceed his actual salary when he takes leave

1 An officer on furlough does not forfeit his past leave allowances by resigning the Service without returning to India.

(5th Edition No. 2, dated 1211)

(ii) if an officer not in the Indian Civil Service or the Army, to £480 a year paid at the Home Treasury, or Rs 400 a month paid in

India or to one quarter of his average salary whichever is less. In the case provided for in Article 320 quarter average salary is subject to the minima prescribed in that Article.

NOTE.—[Absentee allowances in respect of leave spent out of India if paid in India are subject to the rupee limits prescribed in Articles 314 and 315]

Section III—Special Leave

316 Subject to the rule laid down in Article 232 special leave on urgent private affairs may be granted at any time for not more than six months.

Provided that an officer who has had Special leave must render six years' Active Service before he can again have such leave.

No. 326.

Pages 81-82, Article 320—

Cancel the NB under clause (b) of this Article as amended by Correction Slip No 217, dated the 2nd November 1911, and substitute the following for the Note under it—

"In addition to the cases in which a Medical Certificate is required, leave (except so recommended or not as Certificate)

subject to the following minima—

- (a) if the leave is Furlough on Medical Certificate under Article 308(a) or Article 311, or
- (b) if the leave, although not Furlough on Medical Certificate under Article 308 (a) or Article 311, has been granted on account of ill health

NB.—[In order to claim the benefit of this Article the leave application must be supported by a medical certificate in the form prescribed in Chapter XLIV recommending leave out of India.]

On ordinary Furlough or Special leave—

When paid in England	£200 a year or $\frac{1}{4}$ ths of the salary last drawn on duty whichever is less
When paid in India	Rs 166 $\frac{2}{3}$ a month or $\frac{1}{4}$ ths of the salary last drawn on duty whichever is less

On Furlough other than ordinary—

When paid in England	£100 a year or $37\frac{1}{2}$ per cent of the salary last drawn on duty whichever is less
When paid in India	Rs 83 $\frac{1}{2}$ a month or $37\frac{1}{2}$ per cent of the salary last drawn on duty whichever is less

NOTE.—[The minimum rate of leave allowance prescribed in this Article is also admissible on ordinary leave without pay) which has mutated into Leave on Medical Certificate required by the Civil Service Regulations and should recommend leave out of

On ordinary Furlough or Special leave—

When paid in England

£200 a year or $\frac{1}{3}$ ths of the salary last drawn on duty whichever is less

When paid in India

Rs. 166 $\frac{2}{3}$ a month, or $\frac{1}{3}$ ths of the salary last drawn on duty whichever is less

On Furlough other than ordinary—

When paid in England

£100 a year or 37 $\frac{1}{2}$ per cent. of the salary last drawn on duty whichever is less

When paid in India

Rs. 83 $\frac{1}{2}$ a month or 37 $\frac{1}{2}$ per cent. of the salary last drawn on duty whichever is less

NOTE 1.—[The minimum rate of leave allowance prescribed in this Article is also admissible in the case of any leave out of India (other than Extraordinary leave without pay) which has been extended on medical certificate or which has been commuted into Leave on Medical Certificate. The certificate should be in the same form as that required by the Civil Service Regulations to entitle an officer to Leave on Medical Certificate and should recommend leave out of India.]

NOTE 2.—[For the purposes of this Article Ceylon is not held to be out of India.]

Section V—Subsidiary Leave.

321 (a) Subsidiary Leave is the time allowed—

- (i) to an officer leaving India on retiring from the service, or on Furlough or Special leave to break up his domestic establishment and travel to the port of embarkation, and
- (ii) to an officer returning to India from Furlough or Special leave, to travel from the port of debarkation and reorganise his domestic establishment

No subsidiary leave is admissible to an officer who does not leave India by sea

(b) Subsidiary leave granted to an officer preparatory to retirement ceases when he actually resigns the service

1. An officer serving in Persia or Turkish Arabia reckons Subsidiary leave to or from the port or frontier town by which he leaves or returns to the country. The date of departure or return must be certified by the British Consul or, if there be no British Consul by the officer himself.

2. An officer either of the Persian or the Persian Gulf Section of the Indo-European Telegraph Department who practically has to go on or return from leave by an Indian port, whether it be Karachi or Bombay may reckon Subsidiary leave to or from such port.

322 (a) The grant to an officer leaving India—

- (i) of permission to retire from the service, or,
- (ii) of Furlough or Special leave out of India,

carries with it the grant of Subsidiary leave. But Subsidiary leave is admissible only at the end and not at the beginning of leave out of India when such leave is combined with Privilege leave under Article 233.

(b) An officer returning to India without the permission of the authority which granted him leave, more than fourteen days before the end of his Furlough or Special leave is not entitled to Subsidiary leave, save under the special orders of the Local Government.

Leave in and out of India

323 (a) An officer (including a Military officer subject to the Military Leave Rules) may take Furlough or Special leave partly in and partly out of India. But Subsidiary leave is not admissible unless the Furlough or Special leave begins or, as the case may be ends as Furlough or Special leave out of India.

(b) If an officer going on Furlough or Special leave out of India is prevented by sickness or other reason not within his own control—such for example as the postponement of the departure of the vessel in which his passage is engaged—from embarking within his Subsidiary leave the Local Government may order that his Furlough or Special leave shall begin in India at the end of the Subsidiary leave otherwise admissible, without forfeiture of his Subsidiary leave.

Period admissible

324 The minimum Subsidiary leave is ten days, otherwise Subsidiary leave is calculated according to the rules and restrictions laid down in Chapter IX for "Joining Time."

Prolongation of Subsidiary Leave

325 If a Medical Board or Officer certifies an applicant under b. 1. at

A B having applied to us (or me) for medical certificate under Article 829 of the Civil Service Regulations we (or I) consider it expedient before granting or refusing such a certificate to A B to detain him under professional observation for days

326 Unless an officer is expressly permitted by the Local Government to retain charge of his duties and to resume them before proceeding on leave the time spent by him in obtaining the medical certificate under Article 829, including the time if any, for which he is detained under medical observation is treated as subsidiary leave the amount of subsidiary leave admissible under rule being prolonged if necessary in case of detention by a period not exceeding that for which he was detained.

327 In the case of an officer who fails to obtain the certificate, the time from the date on which he leaves his station to that on which the certificate is refused is treated as Subsidiary leave. From the date following that on which the certificate is refused the officer is treated as on Joining Time, carrying Subsidiary leave allowances.

328 If an officer (including a Military officer subject to the Military Leave Rules) who under the rules of his service is entitled to a free passage in a troop ship when proceeding on leave out of India, is, after having been granted Subsidiary leave, detained waiting for a troop ship, through no fault of his own, his Subsidiary leave may be extended to the date of the sailing of the vessel in which he is provided with a passage without reference to the maximum period of thirty days for which Subsidiary leave can be granted.

329 Subsidiary leave is ordinarily reckoned from the date of debarkation but if there is any special delay in the issue of orders appointing an officer to a particular post, the Subsidiary leave may be extended by the Local Government provided that the whole period so allowed does not exceed 30 days

Leave Allowances

330 An officer on Subsidiary leave is entitled to allowances as follows —

(a) If the leave be Subsidiary to Special leave and the officer has had leave subsidiary to a former Special leave—no allowance

(b) If the leave be subsidiary to ordinary Furlough or Special leave (other wise than as provided in clause a) —the allowance admissible under Article 314 but calculated in the case of a member of the Indian Civil Service or a Military officer subject to the Civil Leave Rules without the limitations of maximum or minimum prescribed by clauses (a) and (b) of Article 314 The limitations prescribed by clause (c) of Article 314 apply to the allowances of any other officer subject to this Article on Subsidiary leave

(c) If the leave be Subsidiary to Furlough other than ordinary—the allowance admissible under Article 314

(d) If the officer has been absent on extraordinary leave the duration of which exceeds a fortnight or has under Article 229 ceased to have a lien on a substantive appointment—

(i) in the case of a member of the Indian Civil Service or a Military officer subject to the Civil Leave Rules—subsistence allowance and

(ii) in the case of any other officer subject to this Article—no allowance

(e) If the leave be preparatory to retirement—the allowances which would be admissible if the officer were proceeding on leave of such description as may be admissible to him and if no leave is admissible—Subsistence allowance only

331 An officer may draw allowances as if he were on Privilege leave, or any part of his Subsidiary leave under clause (i) of Article 321 a) for which if he were not retiring from the service or going on Furlough or Special leave, Privilege leave may be admissible to him It is to be observed that an officer who has no lien on an appointment cannot benefit by this rule (See Article 263)

NOTE.—[This Article will have no application in cases in which Privilege leave is combined with other leave under Article 233 as Subsidiary leave is not then admissible [See Article 322 (a)]

Section VI—Extraordinary Leave

332 Subject always to the provisions of any Statute applicable to the case, the Local Government (or, if the officer be on Furlough or Special leave in Europe, the Secretary of State may, in special circumstances and when no

other kind of leave is by rule admissible, grant leave of absence from duty otherwise than under these Regulations. Provided that—

- (i) such leave may leave except in continuation of opinion of the Local Government are such as to justify the concession. No officer is entitled to Extraordinary leave,
- (ii) an officer absent from duty on leave so granted shall receive no absentee allowance, and
- (iii) if he is a member of the Indian Civil Service or a Military officer subject to the Civil Leave Rules, he shall retain no lien upon any office except when Extraordinary leave, not exceeding a fortnight, is granted in continuation of other leave (See clause (d) of Article 330)

- | | | |
|-------------------------------------|---|----------------------------|
| (i) Date of reckoning allowances | } | (see Articles 52 to 55), |
| (ii) Charge of office | | |
| (iii) Commencement and end of leave | } | (see Articles 220 to 231), |
| (iv) Return to duty | | |

or so as to extend the term of Privilege or other leave beyond the time admissible by rule.]

the person concerned

absence from duty

(2) If the further absence from duty cannot be covered in this way, the period, or such part of it as remains uncovered, will be treated as leave without allowance unless the person concerned prefers to substitute leave of another description for that which he has previously taken.

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333 A Military officer subject to the Civil Leave Rules, who has exhausted the full period of Furlough admissible to him under these Regulations, and who is granted Extraordinary leave on medical certificate, will continue to be treated as wholly in Civil employ for all purposes, with the

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permitted to revert to the effective list and returns to duty in India, he will not be entitled to be reinstated in Civil employment, but will be posted to Civil or Military duty as may be decided in India

Chapter XIV.—Long Leave—Indian Services.

Section I.—Extent of Application.

334 The rules in this Chapter apply to all officers who are not entitled to leave under the other Chapters of these Regulations. They apply *fully* only to those officers whose pay is *not less* than Rs 100 a month, and who have substantive appointments on permanent establishment under the Government

335 (a) Leave may, however, be granted under this Chapter — officer

No. 129

Page 86. Article 335.

Substitute the following for Rule 3 under clause (b)

Article —

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No. 12.

Page 86 Article 335

Substitute "Rs 30" for "Rs 25" in Rule 3 under clause (b) of this Article

(8th Edition No 12, dated 1-8-10)

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Section II.—Long Leave.

Leave on Medical Certificate.

336 Leave on Medical Certificate may be granted for three years in all, but not for more than two years at one time, and no officer can have Leave on Medical Certificate out of India more than twice

¹ An officer who has a temporary or officiating appointment only may be allowed leave under this Article for not more than three months if no substitute is required, or if his duties can be provided for without additional expense

Leave on Private Affairs

337 Leave on Private Affairs for six months may be granted to an officer who has not had Furlough, after six years' service, and repeated after intervals of six years—

- 1 Leave on Private Affairs does not accumulate, and cannot be taken in instalments
- 2 Leave on Medical Certificate counts as service for Leave on Private Affairs

Furlough

338 Furlough may be granted as follows —

(a) After ten years' service—one year or any less period, and thereafter at intervals of not less than eight years, one year or such other period as together with all periods already spent on Furlough may not exceed two years; or,

(b) After eighteen years' service—two years or any less period, and thereafter, at intervals of not less than eight years, any such period as together with all periods already spent on Furlough may not exceed two years

Provided—

- (i) that the service for Furlough of an officer who has had Leave on Private Affairs counts only from the date of his last return from such leave,
- (ii) that the aggregate amount of Furlough, or of Furlough and Leave on Private Affairs taken together, shall not exceed two years,
- (iii) that an interval of not less than eighteen months has elapsed between last return from Privilege leave of over six weeks' duration, whether taken by itself or combined with Leave on Medical Certificate and the furlough, or privilege leave, if any, with which the furlough is combined

- 1 Leave on Medical Certificate counts as service for Furlough

Leave without Allowances

339 Extraordinary leave without allowances may, in case of necessity, and when no other leave is by rule admissible, be granted for such time as may be necessary. Time spent on leave under this Article does not count as service for other leave. Subject to the provisions of Article 198 there is no limit to the length or frequency of leave under this Article. It may not be granted in combination with the grant of other leave except as provided in Article 233. But it may be granted in continuation of other leave if circumstances arise which prevent the return by the officer to duty, and which, in the opinion of the Local Government or the authority empowered to grant the leave, are such as to justify the concession. No officer is entitled to Extraordinary leave

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Leave Allowances

340 (a) An officer on Leave on Medical Certificate under Article 336 is entitled to half his average salary for the first fifteen months of each period of such leave but not for more than thirty months in all. For the rest of his leave under Article 336 he is entitled to a quarter of his average salary.

(b) An officer on Furlough or on Leave on Private Affairs is entitled to half his average salary.

(c) But whenever an officer whose appointment is not gazetted takes leave for not more than one month or whenever such an officer's salary is less than Rs 300 his pay (not salary) when he gives up office is to be taken in lieu of average salary.

341 (a) Half average salary is subject to a maximum of Rs 300 a month if paid in India, and £600 a year if paid at the Home Treasury.

(b) Quarter average salary is subject to a maximum of Rs 400 a month if paid in India, and £480 a year if paid at the Home Treasury.

(c) For non-gazetted officers whose salary is not less than Rs 300 the minimum of half average salary is Rs 150, and of quarter average salary Rs 75 a month.

NOTE 1.—[Absentee allowances in respect of leave spent out of India, if paid in India, subject to the rupee limits prescribed in this Article.]

NOTE 2.—[For the purposes of this Article Ceylon is not held to be "out of India."]

342 The half average salary and quarter average salary of an officer subject to the rules in this Chapter on leave out of India are subject to the following minima—

(a) if the leave is Leave on Medical Certificate under Article 336 or

(b) if the leave although not leave on Medical Certificate under Article 336 has been granted on account of ill health.

A B.—[In order to claim the benefit of this Article the leave application must be supported by a medical certificate in the form prescribed in Chapter XLIV recommending leave out of India.]

Half average salary—

If paid in England	£200 a year, or $\frac{1}{3}$ ths of the salary last drawn on duty, whichever is less.
If paid in India	Rs. 166 $\frac{2}{3}$ a month, or $\frac{1}{3}$ ths of salary last drawn on duty, whichever is less.

Quarter average salary—

If paid in England	£100 a year, or 37 $\frac{1}{2}$ per cent. of the salary last drawn on duty, whichever is less.
If paid in India	Rs. 83 $\frac{1}{2}$ a month, or 37 $\frac{1}{2}$ per cent. of the salary last drawn on duty, whichever is less.

NOTE 1.—[The minimum rate of leave allowance prescribed in this Article is also admissible in the case of any leave out of India (other than Extraordinary leave without pay) which has been extended on medical certificate or which has been commuted into leave on Medical Certificate. The certificate should be in the same form as that required by the Civil Service Regulations to entitle an officer to Leave on Medical Certificate and should recommend leave out of India.]

NOTE 2.—[For the purposes of this Article Ceylon is not held to be "out of India."]

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PART IV.—ORDINARY PENSIONS.

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PART IV.—ORDINARY PENSIONS.

Chapter XV.—General Rules.

Section I.—Extent of Application.

348-A Every pension shall be held to have been granted subject to the conditions contained in Chapter XXI

349 The conditions of service of officers of the following classes include special rules for pension which are laid down in the chapters noted against each,
viz —

- (a) Judges of the High Courts (see Chapter XXIII)
- (b) Barristers holding the appointments specified in Article 547 (see Chapter XXIV)
- (c) Members of the Indian Civil Service (see Chapter XXV)
- (d) Statutory Civil Servants (see Chapter XXVI)
- (e) Ecclesiastical Officers (see Chapter XXVII)
- (f) Civil Engineers and Telegraph Officers (see Chapter XXX)
- (g) State Railway Establishments (see Chapter XXXII)
- (h) Bengal Covenanted Pilots (see Chapter XXXIII)
- (i) Police Officers drawing less than Rs 20 a month (see Chapter XX)
- (j) Port Blair Police (see Chapter XXXIV)
- (k) Army Veterinary Officers of the Civil Veterinary Department (see Chapter XXIX)
- (l) Burma Military Police (see Chapter XXXVII)

350 The pensions of all other officers are regulated by the rules in this Part. Provided that it is open to a Local Government to rule that the service of any class of officers serving under it does not qualify for pension

1 Service in Dik Bungalow and District Garden Establishments does not qualify

2 The service of a Patwari whether appointed before or after the abolition of the Patwari or Village Officers' Cesses and Funds, does not qualify in any case in which it did not qualify prior to that abolition

351 Future good conduct is an implied condition of every grant of a pension. The Local Government, the Government of India, and the Secretary of State in Council, reserve to themselves the right of withholding or withdrawing a pension or any part of it, if the pensioner be convicted of serious crime or be guilty of grave misconduct

The decision of the Secretary of State in Council on any question of withholding or withdrawing the whole or any part of a pension under this Regulation shall be final and conclusive

NOTE.—[This rule is applicable to all the officers enumerated in Article 349 except Judges of the High Courts Bishops Army Veterinary Officers of the Civil Veterinary Department and members of the Civil Service appointed before 16th January 1904]

Section II.—Cases in which claims are inadmissible.

352 In the following cases no claim to pension is admitted —

(a) When an officer is appointed for a limited time only, or for a specified duty, on the completion of which he is to be discharged

(b) When a person is employed temporarily on monthly wages without specified limit of time or duty, but a month's notice of discharge should be given to such a person, and his wages must be paid for any period by which such notice falls short of a month

(c) When a person's whole time is not retained for the public service, but he is merely paid for work done for the State

1. This clause applies, among others, to the following officers —Advocate General, Solicitor to Government, Government Pleaders and Law Officers not debarred from private practice, Sheriffs in Presidency towns, Coroners, Roman Catholic Priests

(d) When a public servant holds some other pensionable office, he earns no pension in respect of an office of the kind mentioned in clause (c) or in respect of duties paid for by a Local Allowance

(e) When an officer serves under a covenant which contains no stipulation regarding pension, unless the Government of India specially authorises an officer to count such service towards pension

executed."

"Covenants with mechanics and others engaged for service in India will accordingly in future be prepared containing provisions to the effect recommended by your Government."

Misconduct or Inefficiency.

353 Save as provided below, pension may not be granted to an officer whom it is desired to remove for misconduct, insolvency, or inefficiency.

Exception—Subject to the following conditions, the Government of India may grant compassionate allowances, in such cases when they are deserving of special consideration —

- (1) No allowance to be granted to an officer appointed in England or to one whose pay exceeds Rs 250 a month
- (2) The allowance not to exceed two thirds of the pension that would have been admissible if the officer had retired on medical certificate

Claims of Widow

354 (a) It being the duty of every Government officer himself to provide for his family, the Government recognises no claim by a widow on account of the

services of her husband, and is almost invariably under the painful necessity of rejecting recommendations made in contravention of this rule

(b) The submission of such recommendations, save under very extraordinary circumstances, is disapproved, as calculated only to give rise to hopes which cannot be fulfilled.

NOTE — "In cases where the recommendation is made by an officer of the rank of Major or above, and where grave objections exist to the grant of special pensions to the families of Uncovenanted Servants, every such grant forming a precedent which is quoted in support of subsequent applications, with less claims to consideration"]

Limitations

355. (a) An officer cannot earn two pensions in the same office at the same time, or by the same continuous service

(b) Two officers may not simultaneously count service in respect of the same office.

Military Service

356 Service which is pensionable under Military Rules does not count, and an officer who is counting service for Military pension cannot simultaneously count service for Civil pension. The following exceptions have been made to the provisions of this Article —

A clerk is afterwards employed in the civil department, he may count his service in the military office, provided that he takes his discharge within twelve months after joining his ap-

as the Forest Officer.]

(4) The pension of a Native soldier placed on the Unattached List for employment in the Civil Department under the provisions of G G O No 260 of 1865 G O C C No 289 of 1867, India Army Circular, clause 12, of 1881, and India Army Circular, clause 100 of 1885 and an Officer of the Indian Subordinate Medical Department in Civil employment (see Special Army Circular, dated 16th July 1884 paragraph 36), is a Civil or a Military charge, according as the greater portion of the officer's or soldier's service is in the Civil or the Military Department.

357 The Local Government may, in exceptional cases, allow service which is pensionable under Military rules to count for pension on the Inferior scale

Chapter IXV.—Conditions of Qualifying Service.

Section I.—Definition of Qualifying Service.

Beginning of Service

358 (a) Except for Compensation gratuity, an officer's service does not in the case of Superior service qualify till he has completed twenty years of age

(b) In other cases, unless it be otherwise provided by special rule or contract, the service of every officer begins when he takes charge of the office to which he is first appointed

NOTE—[In every covenant with an officer appointed in England by the Secretary of State, not being a member of the Indian Civil Service or a Civil Engineer or Telegraph Officer educated at the Royal Engineering College, Coopers Hill, or a Forest Officer a clause is inserted to the effect that service for leave and pension begins only from the date on which the officer joins his first appointment in India.]

359 The following exceptions are admitted to the twenty years' rule —

(1) All officers appointed in England by the Secretary of State, "Indian College Engineers" [see Article 627 (e)], and Police probationers appointed in India under the orders contained in the Despatch of the Secretary of State, No 14 (Judicial), dated 15th March 1894

(2) Signallers in the Indian and Indo European Telegraph Department may count towards pension service rendered by them after they attain the age of eighteen years

(3) Hospital Assistants count service from the date they pass the examinations referred to in Exception (1) of Article 356

NOTE—[Pupils of the Civil Hospital Assistant class in Medical Colleges who are granted leave under Rule 1, Article 52 (b) count service from the date on which the leave begins.]

360 In the case of Inferior service, service counts after the age of sixteen years

Conditions of Qualification

361 The service of an officer does not qualify for pension unless it conforms to the following three conditions —

First—The service must be under Government

Second—The employment must be substantive and permanent

Third—The service must be paid by Government

These three conditions are fully explained in the following Section

Section II—First Condition

Service under Government

362 The service of an officer does not qualify unless he is appointed and his duties and pay are regulated by the Government or under conditions determined by the Government. The following are examples of officers excluded from pension by this Article —

(1) A Marine Officer paid by fees fixed by the Board of Trade,

(2) Officers of a Municipality

(3) Officers of Grant in aid Schools and Institutions (*e.g.* the Asiatic Society and Canning College at Lucknow)

(4) Subordinates appointed by Treasurers on their own responsibility, *e.g.* Tahvidars in the Province of Agra and in the Central Provinces and Potadars (money testers) in Bengal

363 As an exception to the preceding Article the services of Subordinates of Treasurers in the Punjab including Tahvidars and Potadars (money testers) who were in employ on the 23rd August 1886 qualify, provided that they were—

(i) appointed by District Officers

(ii) discharging duties and receiving pay regulated under conditions laid down by Government and

(iii) other than mere servants of Treasurers liable to be removed whenever a change might take place in the incumbency of the office of a Treasurer

364 The service of a Native Accountant appointed to a Silladar Regiment in the Bombay Presidency on or after the 6th February 1870 does not qualify

Service paid from Contract Allowances

365 Service on an establishment paid from a Contract Establishment allowance with the detailed distribution of which the Government does not interfere does not qualify whether such contract allowance is a fixed amount or consists of fees

NOTE.—[The maximum Establishment allowance for Registration offices in Bengal is not a Contract allowance within the meaning of this Article]

366 Service on an establishment paid from the Household allowance of the Viceroy, or of a Governor, or Lieutenant-Governor does not qualify

1 If an officer has served partly (in a capacity which would have given him claim to pension if the service had been paid from the General Revenues) on the Household establishment of the Viceroy, and partly on establishments paid from the General Revenues, he is entitled from the General Revenues to a share of any pension to which he would have been entitled if his whole service had been paid from the General Revenues, proportionate to the

er thirty
Viceroy
n entitled
ill receive

Service under an Employer other than Government

367 In the following cases service under an employer to whose position Government has succeeded qualifies —

(a) Service rendered to a Native State, and continued to the British Government on the lapse or annexation of the State, when old age or infirmity renders the officer a fit object for pension

(b) Service in the establishment employed in the Khelat territory for the assessment and collection of water rate on lands watered by the Sind Canal which was paid in part by the Khan of Khelat prior to the levy of a local cess to meet the charge

Section III — Second Condition

General Principles

368 Service does not qualify unless the officer holds a substantive office on a permanent establishment, but upon such conditions as it may think fit in each case to impose, the Government of India may allow temporary service to count for pension, if the pension does not exceed ten rupees a month

369 An establishment, the duties of which are not continuous, but are limited to certain fixed periods in each year, is not a temporary establishment. Service in such an establishment, including the period during which the establishment is not employed, qualifies, but the concession of counting as service the period during which the establishment is not employed does not apply to an officer who was not on actual duty when the establishment was discharged, after completion of its work, or to an officer who was not on actual duty on the first day on which the establishment was again re-employed

370 An officer transferred from a temporary to a permanent appointment can count his service in the temporary office, if, though at first created experimentally or temporarily, it eventually becomes permanent.

371 An officer without a substantive appointment officiating in an office which is vacant or the permanent incumbent of which does not draw any part of the pay or count service may, if he is confirmed without interruption in his service, count his officiating service

Apprentices and Probationers

372 Service as an apprentice does not qualify, except in the following cases —

Engineer or Examiner Apprentices
Qualified students of the Thomason College under } in the Public Works and Rail
practical training } way Departments
Assistant Superintendents Apprentices in the Indian Telegraph Department.

373 The service of a probationer who holds a substantive office and draws substantive pay qualifies. So does that of an officer who is on probation for a substantive office if he is employed in a vacancy reserved for him, pending probation, and in which no other officer simultaneously counts service

374 Police probationers and temporary and officiating Assistant Superintendents of Police in all Provinces count their service as follows —

- (1) If recruited in England—from the date on which they report their arrival in India
- (2) If recruited in India under the orders in Secretary of State's despatch No 14, dated the 15th March 1894—from the date of assuming charge of their appointments.
- (3) If recruited in India before the date of the orders of 1894 mentioned in (2) above—from the date either of attaining the age of 20 years or of assuming charge of their appointments, which ever is later, provided that the service has been continuous

375 The service of

- (1) Probationary, officiating and temporary Deputy Magistrates, Collectors and sub *pro tem* Sub Deputy Collectors in Bengal and Eastern Bengal and Assam

Page 99 Article 375

Insert the following as Note 1 under this Article, renumbering the existing Notes 1 and 2 as 2 and 3 —

NOTE 1 — [The above conditions do not apply to Deputy Collectors and Sub Deputy Collectors who began service in the Settlement Department on a temporary footing.]

NOTE 2 — [The above conditions do not apply to Deputy Collectors and Sub Deputy Collectors who began service in the Settlement Department on a temporary footing.]

(a) two years continuous probationary service have been rendered

(b) departmental examinations have been fully passed, and

(c) The age of twenty years has been attained

Collector]

Permanent Officer deputed

376 An officer on a permanent establishment detached on temporary duty on the understanding that when the temporary duty ceases he will return to the permanent establishment counts his detached service

377 The preceding Article permits the temporary suspension of the second condition of qualifying service which forms the subject of this Section it does not authorise any relaxation of the first condition (Section II) or the third condition (Section IV) and in particular must not be understood to countenance any modification of the rules in Part VII, which apply to an officer on Foreign Service

378 Service as Private Secretary to the Governor General a Governor or a Lieutenant Governor qualifies provided that the officer belonged, before his appointment as Private Secretary to the Civil Service of Government, whether the Indian Civil Service or not

Substantive office abolished

379 If the substantive office of an officer is abolished within the meaning of Article 426 but the officer is at the time, on special duty, or on abolition of his office deputed on special duty his service on special duty qualifies but the duty must be *special*, mere employment in continuation of permanent employment in a temporary appointment which happens at the time to be vacant does not qualify

1 The service of an officer of the Marine Service continues to qualify when upon the abolition of his appointment he is retained on subsistence allowance or in an acting appointment.

Piece work

380 A Section writer or a Press servant who is paid for piece work, is treated as having held a substantive office if—

- (i) he is employed not casually, but as a member of a fixed establishment and
- (ii) during the last seventy two months of his actual employment he has been attached to one office uninterruptedly for twenty four months or it has not been through his own choice or misconduct that he has not been so attached

Surveys and Settlements

381 (a) The service of an officer not merely temporarily engaged in the undermentioned Settlement and Survey Departments which are (or were) on a *quasi* permanent footing qualifies —

The Settlement Departments in Madras Burma and the Punjab The Revenue Survey Departments in Bengal Madras and Bombay The establishments of the Insam Commissioners of Madras and Bombay The Alienation Settlement Department in Bombay The Malabar Forest Establishment, Madras.

(b) Except in the regular Departments and to the extent above specified, Settlement and Survey service does not count unless it is followed, without interruption, by qualifying Service Settlement Service followed, without interruption, by pensionable service paid from a Patwari Fund also qualifies

NOTE 1 — [From the dates mentioned the following posts have been declared to be on a quasi permanent footing —

(a) In a Settlement Office in the United Provinces from 1st October 1899—	
Head and Second Clerk	Settlement Officer's Reader
Sadr Munsarim	Nazir and Record keeper

Superintendent (pay 2300)

Service in these posts qualifies from the dates mentioned or from any previous date from which the incumbents on 1st October 1899 or 1st September 1904 (as the case may be) may have been serving substantively and without interruption in one or other of them.]

NOTE 2 — [Continuous service as Inspector Surveyor Holding Marker, Draughtsman, Computer and Clerk belonging to Special and Revision Survey parties in Burma qualifies]

382 Deputy Collectors and similar gazetted officers when not especially employed for temporary work, are not affected by the preceding article, as they count service independently of the particular department to which they happen for the time to be attached

Exception

383 A Medical Officer in charge of a Government vessel may count his service afloat, if he is transferred without interruption of his service, to the Civil Medical Service

384 Officers transferred from the Extra or Contingent List of the Customs Preventive Service in Burma or in Calcutta count their service on that list, provided the Collector declares that the transfer is made on the ground of good service rendered

Section IV.—Third Condition

Collector]

Permanent Officer deputed

376 An officer on a permanent establishment detached on temporary duty, on the understanding that, when the temporary duty ceases, he will return to the permanent establishment, counts his detached service

377 The preceding Article permits the temporary suspension of the second condition of qualifying service which forms the subject of this Section, it does not authorise any relaxation of the first condition (Section II), or the third condition (Section IV) and, in particular, must not be understood to countenance any modification of the rules in Part VII, which apply to an officer on Foreign Service

378 Service as Private Secretary to the Governor General a Governor or a Lieutenant Governor, qualifies, provided that the officer belonged, before his appointment as Private Secretary, to the Civil Service of Government, whether the Indian Civil Service or not

Substantive office abolished

379 If the substantive office of an officer is abolished within the meaning of Article 426, but the officer is, at the time, on special duty, or is, on abolition of his office, deputed on special duty, his service on special duty qualifies, but the duty must be *special*, mere employment in continuation of permanent employment, in a temporary appointment which happens at the time to be vacant, does not qualify

1 The service of an officer of the Marine Service continues to qualify when upon the abolition of his appointment he is retained on subsistence allowance or in an acting appointment

(b) Except in the regular Departments and to the extent above specified, Settlement and Survey service does not count unless it is followed, without interruption, by qualifying Service Settlement Service followed, without interruption, by pensionable service paid from a Patwari Fund also qualifies

NOTE 1.—[From the dates mentioned, the following posts have been declared to be on a quasi permanent footing —

- (a) In a Settlement Office in the United Provinces from 1st October 1899—
 Head and Second Clerk Settlement Officer & Reader
 Sadr Munsarim Nazir and Record keeper

(b) In the Settlement Establishment in Baluchistan from 1st September 1904—

NOTE 2.—[Continuous service as Inspector, Surveyor Holding Marker, Draughtsman, Computer and Clerk belonging to Special and Revision Survey parties in Burma qualifies]

382 Deputy Collectors and similar gazetted officers, when not especially employed for temporary work, are not affected by the preceding article, as they count service independently of the particular department to which they happen for the time to be attached

Exception

383 A Medical Officer in charge of a Government vessel may count his service afloat, if he is transferred without interruption of his service, to the Civil Medical Service

384 Officers transferred from the Extra or Contingent List of the Customs Preventive Service in Burma or in Calcutta count their service on that list, provided the Collector declares that the transfer is made on the ground of good service rendered

Section IV—Third Condition.

Sources of Remuneration

385 Service which satisfies the conditions prescribed in Sections II and III qualifies, or does not qualify, according to the source from which it is paid with reference to this Article, service is classified as follows —

- (a) Paid from the General Revenues
- (b) Paid from Local Funds
- (c) Paid from Funds in respect to which the Government holds the position of Trustee
- (d) Paid by Fees levied by law, or under the authority of the Government or by Commission.
- (e) Paid by the Grant, in accordance with law or custom, of a tenure in land, or of any source of income, or right to collect money.

General Revenues

386 Service paid from the General Revenues qualifies. The fact that arrangements are made for the recovery, on the part of the Government, of the whole, or part of the cost of an establishment or officer, does not affect the operation of this principle. Provided that the establishment or officer is appointed, controlled, and paid by the Government

(b) The establishment of the Hughli College and Collegiate schools while the cost thereof was borne by the Mohan Trust Fund and also that of the Elphinstone College and High a por

system
The

is part

by local subscriptions

(e) Certain Customs establishments in Bombay the cost of which is paid for by private companies

(f) When Police officers are entertained at the cost of individuals and corporate bodies in additional charge of one sixth of the pay of officers whose pay is not less than Rs 100

General

(A) The office establishment of the Health Officer of the Port of Bombay and the crew of the boat placed at the disposal of that officer a portion of whose pay is paid by the Bombay Port Trust.

(B) Certain additions to the Government establishments in the Bombay Presidency e.g. the Accountant General, Commissioners Surgeon General Bombay Surgeon Colonel in Sund Inspectors of Schools etc. the cost of which is met from the General (Provincial) Revenues which are recouped by recoveries from the several Local Funds concerned.

387 The service of members of office establishments in the Railway Police in Bombay, who are wholly paid by the Railway Companies qualifies

388 Service which was paid wholly or partly from the Revenues of Berar before 1st October 1902 qualifies for pension from General Revenues

389 (a) In the case of officers who having no status in the service of the British Government apart from their particular employment in Mysore, were employed in Mysore and transferred to the British service proper before 1st October 1882 the pensions granted are charged according to the Rule of Proportions

(b) Pensions for service in Mysore prior to 1st October 1882 of officers who had a status in the service of the British Government apart from their particular employment in Mysore are paid wholly from British Revenues

Local Funds and Trust Funds

390 Service paid from a Local Fund qualifies or does not qualify according to the rules laid down in Chapter XLIII

391. Service paid from Funds which Government hold only as a Trustee, such as under a Court of Wards or in an Attached Estate, does not qualify.

Fees and Commission

392. Except when fees or commission are drawn in addition to pay from the General Revenues, service in an office paid only by fees, whether levied by law or under the authority of Government, or by a commission, does not qualify

1 Service as Administrator General at Madras or as Official Assignee, does not qualify, — — — — — as supple-

Burma,
Article

330

Tenures in Land, etc.

393 Service paid by the grant, in accordance with law or custom, of a tenure in land, or of any other source of income, or right to collect money, does not qualify

394 As an exception to the preceding Article, Watandars (hereditary District Officers) and their deputies in the Kaira Collectorate and in the following talukas of the Panch Mahals, namely —Godhra, Kalol and Dohad, and the Petás of Hálol and Jhalod, if transferred to qualifying service, count their previous service

Section V.—*Distinction between Superior and Inferior Service.*

395. Qualifying service is divided into SUPERIOR and INFERIOR.

396. Service on pay not exceeding Rs 10, and service in any office which has been graded as inferior by the rule or practice of the Local Government, is Inferior service. All other service is Superior service.

(Appendix 7-A contains a list of appointments specially classed as Superior and Inferior)

397 —*Cancelled*

Service partly Inferior and partly Superior.

398 An officer whose service has been for some time Inferior and for some time Superior may either count—

- (a) the whole as Inferior towards pension or gratuity on the Inferior scale, or
- (b) the Superior portion towards pension or gratuity on the Superior scale, and the Inferior portion towards gratuity on the Inferior scale

when last in Superior service, and the gratuity on the Inferior scale upon the pay which he drew when last in Inferior service, provided that the total gratuity or gratuity plus pension granted under this clause shall not exceed what would have been admissible, if the whole service had been Superior.

If an officer has been reduced from the Superior to the Inferior class for misconduct, he cannot have the benefit of this Article without the special permission of the Local Government.

399 The claims of an officer, promoted from an Inferior to a Superior grade as a reward for meritorious service, will be specially considered by the Government of India. This rule is to be strictly interpreted, and a claim under it can be founded only on exceptional promotion made out of the ordinary course.

Exceptional Cases

400 If an officer holds two or more offices, each of which is Inferior by reason of its pay not exceeding Rs 10, he cannot count service as Superior, on the ground that his aggregate pay exceeds Rs 10 unless the offices were arranged and their pay determined with the intention that they should be held by one individual.

401 The service of a postman or village postman, whatever his pay, is Superior service.

402 (a) When the regular duties of an officer whose pay exceeds Rs 10, but who bears an Inferior designation are really such as are ordinarily performed by a Superior servant, his claim to pension should be specially referred to the Local Government.

NOTE.—[It is not intended by this Article that an Inferior servant should count service as Superior in virtue of his voluntarily assisting in Superior work. It provides for the case of a person who is engaged and *is deputed* to do Superior work though with an Inferior designation.]

(b) On the other hand an officer whose real duties are those of an Inferior servant, even though his pay exceeds Rs 10 is not entitled to pension on the Superior scale merely because he draws pay under a Superior designation.

Examples.—Accountants in the Province of Agra who served under the designation of 'Potdars.' A Lithographic Pressman designated as a Copying Clerk.

Chapter XVII.—Rules for Reckoning Service

Section I.—Special Additions

Special Appointments

403 Subject to the restriction specified against the first four offices,

(but not for any other class of pension) the number of completed years by which his age may at the time of appointment have exceeded 25 years, subject to the

Page 104. Article 403.

*Substitute the following for the list of offices enumerated
No. 334.*

Page 105. Article 403.

Insert the following Exception at the end of this Article :—

Exception—Subsequent promotion to an appointment which is not one of the offices enumerated in this Article, but is of similar nature and carries not less pay, does not deprive an officer of the concession prescribed above, provided that he has, when so promoted, completed not less than five years' qualifying service in one of the offices enumerated in this Article

(5th Edition, No. 334, dated the 1st December 1913)

Supintendent of the Government Museum and Principal Librarian of the Connemara Public Library, Madras

(5th Edition No. 334 dated 1-12-13)

to an officer, not being a Native of Asia, whose qualifying service began after 25 years of age, and whose service for which pension is claimed amounts to not less than ten years, and has been passed wholly in one or other of the following offices three years shall be added to the qualifying service —

- 1 Directors of Public Instruction
- 2 Inspectors of Schools
- 3 Principals and Professors of Colleges
- 4 Head Masters of Colleges and High Schools

NOTE —[The extra years conceded under this Article count towards the limit of 29 years qualifying service prescribed in Article 475, in the case of the officers mentioned in the latter rule or to whom its provisions may be specially extended]

405 —Omitted.

406 —Omitted.

Section II.—Periods of Leave.

Superior Service

407. Except as provided in Article 408 time passed on leave other than Privilege leave or Subsidiary leave does not count as Superior service. Time passed on leave subsidiary to Leave on Medical Certificate by an officer subject to the Indian Service Leave Rules, who has twice before been on leave on Medical Certificate out of India, does not count.

408 Time passed

Page 150 Article 408.

Substitute the following for Note 3 under this Article :—

NOTE 3 —[For the purposes of this Article, Ceylon and the Straits Settlements, are not to be 'out of India']

(5th Edition No. 217, dated 2 11 1911)

—[The amount of leave both in and out of India which may be counted in that column 2]

NOTE 2 —[Total service in this Article means total service reckoning from the date of commencement of service qualifying for pension and includes periods of leave.]

NOTE 3 —[For the purposes of this Article, Ceylon is not held to be "out of India"]

Page 11

Substitute the following for this Article —

409 Time passed on departmental or Recess leave by the following officers on half pay, or in the case of the Survey of India on less than half pay or without pay, provided the officers return to duty when required by their superior officers counts —

Subordinates of the Survey of India whose service is Superior, Lower Subordinates of the Forest Survey and Forest Subordinates employed in the tracts mentioned in Article 295 (u)

NOTE—[Departmental or Recess leave granted to Tindals and others under clause () of Article 295 is treated as service qualifying for pension though it exceeds the amount admissible under Chapter XIV]

(5th Edition No 193, dated 1-10-11)

as Deputy Magistracies counts—(See Article 285)

411 A Local Government may at its discretion decide, in the case of an officer (including a person in training for, but not actually appointed to Government service) who is selected to undergo a course of training at any school college or other institution, whether the time spent in training shall count as service qualifying for pension

Deputation out of India

412 When an officer is deputed out of India on duty the whole period of his absence from India counts. When an officer on leave out of India is employed or is detained after the termination of his leave on duty the period of such employment or detention counts

Recall to Duty

413 Time spent on the voyage to India by an officer who is recalled to duty before the expiry of any recognised leave out of India counts provided his return to duty is compulsory (see Article 199)

Inferior Service

414 An Inferior servant counts leave with and without allowances not exceeding in the aggregate that which might be given with allowances under the rules in Chapters XII and XIV

415—*Cancelled*

Section III —Suspensions, Resignations, Breaks, and Deficiencies in Service

Periods of Suspension

416 Time passed under suspension pending enquiry into conduct counts, if the suspension is immediately followed by reinstatement but time passed under suspension adjudged as a specific penalty does not count

417 If an officer who has been suspended pending enquiry into his conduct is reinstated but with forfeiture of any part of his allowances for the

period of suspension
tion of the Head
officer expressly dec

Resignations and Dismissals

418 (a) Resignation of the public service, or removal from it for misconduct, insolvency, inefficiency not due to age, or failure to pass a prescribed examination entails forfeiture of past service

(b) Resignation of an appointment to take up another appointment, service in which counts is not a resignation of the public service

419 Any authority who, on revision or appeal, reverses an order dismissing an officer, may declare that the officer's past service counts

Interruptions

420 An interruption in the service of an officer entails forfeiture of his past service, except in the following cases —

(a) Authorised leave of absence

(b) Unauthorised absence in continuation of authorised leave of absence so long as the office of the absentee is not substantively filled, if his office is substantively filled, the past service of the absentee is forfeited. Provided that, if the absentee is subsequently reinstated, the authority whose duty it is to make the appointment, within three months or the Local Government within one year, from the end of the authorised leave of absence, may declare, in an order to be communicated to the Audit Officer, that his previous service, or any part of it, shall not be forfeited

(c) Suspension immediately followed by reinstatement, which need not be to the same office

(d) Abolition of office or loss of appointment owing to reduction of establishment

(e) Transfer to non qualifying service in an establishment under Government control. The transfer must be made by competent authority, an officer who voluntarily resigns qualifying service cannot claim the benefit of this exception. Transfer to a grant in aid school entails forfeiture. [But see Example (c) of Article 386]

(f) Transfer to service on the Household establishment of the Viceroy

(g) Time occupied in transit from one appointment to another, provided that the officer is transferred under the orders of competent authority, or if he is a non gazetted officer, with the consent of the head of his old office

421 The authority who sanctions the pension may commute retrospectively periods of absence without leave into leave without allowances

Condonation of Interruptions and Deficiencies

422 Upon such conditions as it may think fit, in each case, to impose—

(i) The Government of India may condone all interruptions in service not exceeding twelve months in all, and the Local Government may condone all interruptions not exceeding three months in all.

Substitute the following for this Article —

409 Time passed on departmental or *Recess* leave by the following officers on half pay, or in the case of the Survey of India, on less than half pay or without pay, provided the officers return to duty when required by their superior officers, counts —

Subordinates of the Survey of India whose service is Superior, Lower Subordinates of the Forest Survey and Forest Subordinates employed in the tracts mentioned in Article 295 (ii)

NOTE — [Departmental or *Recess* leave granted to Tindals and others under clause (ii) of Article 295, is treated as service qualifying for pension, though it exceeds the amount admissible under Chapter XIV]

(3rd Edit on No 192 dated 1-9-11)

as Deputy Magistracies counts — (See Article 285)

411 A Local Government may at its discretion decide, in the case of an officer (including a person in training for, but not actually appointed to, d to undergo a course of training at any whether the time spent in training shall non

Deputation out of India

412 When an officer is deputed out of India on duty the whole period of his absence from India counts When an officer on leave out of India is employed, or is detained after the termination of his leave, on duty, the period of such employment or detention counts

Recall to Duty

413 Time spent on the voyage to India by an officer who is recalled to duty before the expiry of any recognised leave out of India counts, provided his return to duty is compulsory (see Article 199)

Inferior Service

414 An Inferior servant counts leave with and without allowances not exceeding in the aggregate that which might be given with allowances under the rules in Chapters XII and XIV

415 —Cancelled

Section III — Suspensions, Resignations, Breaks, and Deficiencies in Service.

Periods of Suspension

416 Time passed under suspension pending enquiry into conduct counts, if the suspension is immediately followed by reinstatement, but time passed under suspension adjudged as a specific penalty does not count

417 If an officer, who has been suspended, pending enquiry into his conduct, is reinstated, but with forfeiture of any part of his allowances for the

- (b) Invalid pensions (see Section III)
- (c) Superannuation pensions (see Section IV)
- (d) Retiring pensions (see Section V)

425 Pensions for "Inferior service" are regulated by Articles 481 to 485.

Section II — Compensation Pension.

426 A compensation pension is awarded to an officer discharged ⁽¹⁾ from the public service because, on a reduction of establishment, his appointment is abolished and other suitable employment cannot be found for him. An appointment, the pay of which is reduced as part of a general scheme of revision, is abolished within the meaning of this Article. But in such case it may sometimes be cheaper to grant a personal allowance than a pension

procedure was proper

'The Governor General in Council considers that your action was quite right and that

10th September 1879]]

427 To pension an officer still capable of useful service is a waste of public

impossible to provide suitable employment for the applicant

Selection for Discharge

428 The selection of the officers to be discharged upon the reduction of an establishment should *prima facie* be so made that the least charge for Compensation pension will be incurred

After qualified
Article 426,
clauses of the
Compensation
otherwise

it may perhaps be better to postpone the reduction of establishment or abolition of appointment — (See orders printed as Appendix 8)

NOTE.—[The relaxation of the condition laid down in this Article requires the sanction of the Government of India.]

Restrictions

430 A Deputy Collector, Munsiff or similar officer who belongs to the public service, apart from his particular local appointments cannot obtain a Compensation pension on the abolition of a particular appointment

431 No pension is admissible to an officer for the loss of an appointment on discharge after the completion of a specified term of service

432 No pension may be awarded for the loss of a local allowance

433 Schoolmasters or other officers who, in addition to their other duties, are employed in any capacity in the Postal Department, are not entitled to Compensation pension on being relieved of such duties

Special Cases

434 If it is necessary to discharge an officer in consequence of a change in the nature of the duties of his office, the case should be referred to the Local Government, who will deal with it in accordance with the rules laid down in this Section as to notice of discharge and compensation pension or gratuity

435 If of two appointments held by one officer only one is abolished and it is desired to give him an immediate pension in respect of the abolished post, the case should be specially referred for the orders of the Government of India

Notice of Discharge

436 Reasonable notice should be given to an officer in permanent employment before his services are dispensed with on the abolition of his office. If in any case, notice of at least three months is not given, and the officer has not been provided with other employment on the date on which his services are dispensed with, then, with the sanction of the Local Government, a gratuity not exceeding his emoluments for the period by which the notice actually given to him falls short of three months, may be paid to him, in addition to the pension to which he may be entitled under Articles 471 to 481, but the pension shall not be payable for the period in respect of which he receives a gratuity in lieu of notice. The responsible officer will, however, be required to explain any neglect on his part which may give rise to expenditure for such a gratuity.

1 The gratuity prescribed in this Article is not granted as compensation for loss

any gratuity

2

3

and the notice not been given him]

PART IV.

Offer of Re employment

437 An officer discharged with a Compensation pension may not, without surrendering his pension refuse to accept any appointment which the Local Government thinks fit within six months from the date of his discharge, to offer to him. The salary of such new appointments must not however, be less than enough to raise his total receipts under the operation of Article 514, to the amount which he received as salary immediately before his discharge, nor should the new appointment be such as the officer cannot reasonably and equitably be expected to accept

438 The rule in Articles 511 and 512, requiring the refund of a Compensation gratuity on re employment, applies to a gratuity awarded under Article 436, if the officer is permanently re employed within three months from the date of notice. But the officer need not refund that proportion of his gratuity under this rule which the interval of his non employment bears to the whole period for which the gratuity is given. If the officer is re employed only temporarily, he need refund no part of his gratuity, but if such temporary employment is foreseen the gratuity should be proportionately reduced

439 Article 437 applies also to the case of an officer entitled to Compensation pension, who upon the abolition of his own appointment, is transferred by competent authority to another appointment. To such an officer a Compensation pension may be simultaneously awarded subject always to the limitation prescribed by Article 514

Acceptance of new Appointment

440 If an officer who is entitled to Compensation pension accepts instead another appointment in the public service, and subsequently becomes again entitled to receive a pension of any class the amount of such pension shall not be less than he could have claimed if he had not accepted the appointment

Section III.—Invalid Pension

441 An Invalid pension is awarded on his retirement from the public service, to an officer who by bodily or mental infirmity is permanently incapacitated for the public service, or for the particular branch of it to which he belongs

Rules regarding Medical Cer-

ty for service must be established by

(a) If the officer submitting it
Board at the India Office

(b) If he is serving at or near
Administrative Medical Officer of tl

ld or up-
the head
incapaci-
lows —
Medical

Province—by the Ad-
Medical Committee over

which the Administrative Medical Officer should when practicable preside

(c) If he is an officer in Superior service and is serving in the interior of the country under such circumstances that in the opinion of the authority who sanctions the pension he can be conveniently required to appear before a Medical Invaliding Committee—by such Committee

(d) In other cases the authority who sanctions the pension may either accept a certificate given by a single Commissioned Medical Officer or Medical Officer in charge of a civil station or assemble a special Invaliding Committee at a convenient civil station

(e) If the pension applied for exceeds Rs 100 a month a certificate by a single Medical Officer should not be accepted as sufficient if it is possible without undue inconvenience to assemble an Invaliding Committee or to cause the applicant to appear before the Director General Indian Medical Department or the Standing Medical Committee at the Presidency

(f) Except in the case of an officer on leave in England no medical certificate of incapacity for service may be granted unless the applicant produces a letter to show that the head of his office or department is aware of his intention to appear before the Medical Officer. The Medical Officer shall also be supplied by the head of the office or department in which the applicant is employed with a statement of what appears from official records to be the applicant's age. Where the applicant has a service book the age there recorded should be reported

443 (a) A succinct statement of the medical case and of the treatment adopted should if possible be appended

(b) If the Examining Medical Officer although unable to discover any specific disease in the officer considers him incapacitated for further service by general debility while still under the age of fifty five years he should give detailed reasons for his opinion and if possible a second medical opinion should always in such a case be obtained

(c) In a case of this kind special explanation will be expected from the head of the office or department of the grounds on which it is proposed to invalid the officer

444 A simple certificate that inefficiency is due to old age or natural decay from advancing years is not sufficient in the case of an officer whose recorded age is less than fifty five years but a Medical Officer is at liberty when certifying that the officer is incapacitated for further service by general debility to state his reasons for believing the age to be understated. An officer's pension should not be reduced under Article 478 (a) on the ground of such a belief having been expressed unless it is clearly shown by the medical and other evidence that the age has been intentionally understated—[See clauses (b) and (c) of the preceding Article]

Form of Medical Certificate in England

445 The form of the medical certificate given by the Medical Board attached to the India Office respecting an officer applying for pension in England is as follows—

We have carefully examined Mr

Taking into account all the facts of the case as well as his present

PART IV

condition we consider that he is incapable of discharging the duties of his situation, and that such incapability is likely to be permanent. We therefore recommend that he be permitted to retire from the service of Government on the pension or gratuity for which he may be eligible."

446 If any doubt arises regarding the validity of a certificate by the Medical Board attached to the India Office, the Audit Officer must not of his own motion reject the certificate as invalid, but must submit the matter for the decision of the Local Government.

Form of Medical Certificate in India

447 (a) The form of the certificate to be given respecting an officer applying for pension in India is as follows —

Certified that I (we) have carefully examined *A B*, son of *C D*, a
——— in the ———

——— His age is by his own statement ——— years, and by appearance about ——— years. I (we) consider *A B* to be completely and permanently incapacitated for further service of any kind [or in the Department to which he belongs] in consequence of (*here state disease or cause*). His incapacity does not appear to me (us) to have been caused by irregular or intemperate habits.

NOTE — [If the incapacity is obviously the result of intemperance substitute for the last sentence "In my (our) opinion his incapacity is the result of irregular or intemperate habits"]

(If the incapacity does not appear to be complete and permanent, the certificate should be modified accordingly and the following addition should be made.) I am (we are) of opinion that *A B* is fit for further service of a less laborious character than that which he has been doing [or may, after resting for ——— months, be fit for further service of a less laborious character than that which he has been doing].

(b) The object of the alternative certificate (of partial incapacity) is that an officer should, if possible, be employed even on lower pay, so that the expense of pensioning him may be avoided. If there be no means of employing him even on lower pay, then he may be admitted to pension, but it should be considered whether, in view of his capacity for partially earning a living, it is necessary to grant to him the full pension admissible under rule. The principle of Article 427 must always be carefully borne in mind.

Signallers in the Telegraph Department.

448 (a) In the case of Signallers in the Indian and Indo European Telegraph Departments, the medical certificate prescribed by Article 447 may, if it is found after medical examination that it cannot be granted, be dispensed with in special cases when inefficiency is not the result of misconduct, and instead of it two certificates—

- (i) one in form A signed by two superior officers of the Telegraph Department, and

- (n) the other in form B signed by the Director General of Telegraphs — may be substituted

FORM A “ We certify that, after a perusal of the records of *A B*’s service and of the report of his immediate superior during the last twelve months of his service, we are satisfied that he is permanently incapacitated for the duties of a Signaller in the Telegraph Department ”

FORM B “ After a careful consideration of *A B*’s case I concur with Messrs *C* and *D* in thinking that he is permanently incapacitated for the duties of a signaller in the Telegraph Department and accordingly recommend that he may be permitted to retire on the pension or gratuity for which he may be found eligible ”

(b) The practice enjoined in Articles 447 (b) and 453 of re employing pensioners should be carefully followed as far as practicable in these cases

(c) Officers permitted to retire under this Article may be granted a pension or gratuity of only four fifths of the amount that would be admissible for a man permanently unfit for any duty

NOTE — [This Article applies only to men who are Signallers including in that term Telegraph Masters who are members of the signalling staff when they retire]

Special Precautions in the Police

449 District Superintendents of Police should be on their guard against endeavours to retire on Invalid pension by officers who are capable of serving longer

450 Medical Officers should confine themselves to recommending leave to such policemen as are not likely to benefit by a further stay in hospital, and should not certify that a policeman is incapacitated for further service unless they are officially requested to report upon his incapacity for further service

451 Medical Officers should be specially searching in their examination of the physical unfitness of every applicant for pension, and whenever the number of applicants for pensions is large, the examination should, if possible be conducted by two Medical Officers

Restrictions

452 An officer discharged on other grounds has no claim under Article 441, even although he can produce medical evidence of incapacity for service

453 Article 427 applies, *mutatis mutandis* in the case of an officer invalided under Article 441 as unfit for employment only in some particular branch of the public service. Every effort should be made to find for such an officer other employment suited to his particular capacity

454 If the incapacity is directly due to irregular or intemperate habits, no pension can be granted. If it has not been directly caused by such habits but has been accelerated or aggravated by them, it will be for the authority by which the pension is grantable to decide what reduction should be made on this account

PART IV.

Applicant to be discharged

455 An officer who has submitted under Article 442 a medical certificate of incapacity for further service, must not (except for special reasons to be reported to the Local Government) be retained in active service pending a decision on his application for pension, nor can he obtain leave of absence except Subsidiary leave preparatory to retirement. Without the further special sanction of the Local Government, service after the date of a medical certificate does not count for pension.

456 The object of Article 455 is to discourage tentative applications, but an inferior servant (including in that term a Police officer whose pay does not exceed Rs 20) who, in the opinion of the head of his office, is fit for light work may be retained in employment till his pension is sanctioned, provided that his place is not filled up till he retires, and that his service counts only to the date of his medical certificate.

457 Article 455 refers only to the retention in active service of an officer who has furnished a medical certificate in support of an application for Invalid pension or gratuity while in India. The retirement of an officer who is absent on leave other than Privilege leave, when such certificate is submitted, may have effect from the termination of his leave, and the officer may continue to draw leave allowance to the end of his leave.

Section IV — Superannuation Pension

458 A Superannuation pension is granted to an officer in superior service entitled or compelled by rule to retire at a particular age.

No. 317.

Page 115, Article 459.

Add the following at the end of clause (b) of this Article. —

But no claim from an officer to compensation on account of the enforcement of the rule will be entertained.

(5th Edition No 317 dated 9-11-13)

RECORDED

(c) Each such officer's case should be taken up when he is 55 years' old and before the expiry of each extension of service. In every case the extension should be given for not more than one year at a time.

(d) An officer who has attained the age of 60 cannot be retained in the service of Government save in very exceptional circumstance, and with the sanction of the Local Government.

PART IV.

460 An officer, who is compelled to retire under the preceding Article or who retires voluntarily under Article 461, and part of whose service has been inferior, is entitled to pension on the same conditions as if he had been invalided under Article 481 and 482.

No. 15.

Page 116 Article 161

Substitute the words "Officers of the Imperial and Provincial Services of the Survey of India" for the words "Officers in the Survey of India, of not lower rank than Sub Assistant Superintendent" in lines 1 and 2 of this Article

(6th Edition No 15 dated 1-9-12)

462 —Cancelled

Procedure

463 With a view to the issue of necessary orders as to retention or otherwise of officers to whom Article 159 applies, the Audit Officer should on or about the 1st of September in each year, submit to the authorities concerned (vide Article 459 and Appendix No 1) a list of those who will attain the age of 55 or complete the term for which extension has been allowed, during the next official year

Optional Retirement at Fifty five

464 An officer in Superior service who has attained the age of 55 years may, at his option retire on a Superannuation pension

Section V —Retiring Pension

465 A Retiring pension is granted to an officer who voluntarily retires after completing qualifying Superior service for thirty years or such less time as may for any special class of officers be prescribed

466 —(See Article 509 4)

Combined Appointments

467 An officer holding two or more separate appointments may not, save with the express sanction of the Government of India in the Finance Department or if pensions are in Provincial charge of the Local Government, resign one or more of such appointments on a pension, without retiring from the public service altogether. There is no objection to his being relieved from one or more of such appointments at any time without being compelled to

leave the service altogether, but in such case, any pension admissible to him for service in the office or offices from which he is relieved, will be deferred until he finally retires

Chapter XIX.—Amount of Pensions.

Section I.—General Rules.

468 The amount of pension that may be granted is determined by length of service as set forth in Articles 474 to 485. Fractions of a year are not taken into account in the calculation of any pension admissible to an officer under this part of these Regulations

Currency

469 A pension is fixed in rupees, and not in sterling money, even though it is to be paid in England

Award of Full Pension

470 (a) The full pension admissible under the rules is not to be given as a matter of course, or unless the service rendered has been really approved (*See Appendix D*)

(b) If the service has not been thoroughly satisfactory, the authority sanctioning the pension should make such reduction in the amount as it thinks proper

Limitations

471 An officer entitled to pension may not take a gratuity instead of pension

NOTE.—[See the note under Article 807]

472 In the case of an officer who has any service under the Imperial (British) Government, pension from Indian Revenues should not be fixed until it has been ascertained whether any pension is payable from Imperial funds in respect of the service under the British Government

473 An officer, not being a Military officer or a member of the Indian Civil Service, transferred to service under a Colonial Government, on final retirement from the Colonial service on pension or compensation allowance, receives, from Indian Revenues, for each completed year of qualifying and uninterrupted service in India, a pension of one sixtieth of his average emoluments at the time of his transfer, such average emoluments to be calculated for the last three years, or, if the whole service in India is less than three years, for the whole period of service. The pension is subject to a maximum limit of Rs 2,000 a year for an Indian service not exceeding ten years and Rs 4,000 a year in any other case

NOTE.—[The sanction of the Government of India is required to the transfer of an officer to any service of the description mentioned in this Article]

Section II.—Amount of Superior Pension.

474 The amount of a pension is regulated as follows —

(a) After a service of less than ten years, a gratuity not exceeding (except in special cases, and under the orders of the Government of India) one month's emoluments for each completed year of service. If the emoluments of the officer have been reduced during the last three years of his service, otherwise than as a penalty, average emoluments may at the discretion of the Local Government, be substituted for emoluments.

(b) After a service of not less than ten years a pension not exceeding the following amounts —

Years of completed service	Scale of pension	Maximum limit of pension	
		Rs	Rs
10	10 sixtieths of average emoluments	2 000 a year, or	166½ a month
11	11 " " "	2 200 "	183½ "
12	12 " " "	2 400 "	200 "
13	13 " " "	2 600 "	216½ "
14	14 " " "	2 800 "	233½ "
15	15 " " "	3 000 "	250 "
16	16 " " "	3 200 "	266½ "
17	17 " " "	3 400 "	283½ "
18	18 " " "	3 600 "	300 "
19	19 " " "	3 800 "	316½ "
20	20 " " "	4 000 "	333½ "
21	21 " " "	4 200 "	350 "
22	22 " " "	4 400 "	366½ "
23	23 " " "	4 600 "	383½ "
24	24 " " "	4 800 "	400 "
25 and above 30	" " "	5,000 "	416½ "

NOTE.—[For the precise meaning of average emoluments, see Articles 486 and 487.]

475 Officers holding any of the appointments enumerated below and belonging to what was formerly termed the Uncovenanted Service, may be allowed by the Local Government an additional pension of Rs 1,000 a year, provided that they have rendered not less than three years of effective service (that is, service of the same nature as that which, under the provisions of Article 644, counts for the special pensions admissible under Article 642) in such appointment, and provided also that in each case during such service the officer has shown such special energy and efficiency as may be considered deserving of the concession. In the case of officers entering Government service after the 31st December 1909, the grant of the additional pension is subject to the further condition that they must in the event of Voluntary retirement, have completed, twenty-eight years of qualifying service. Voluntary retirement for the purpose of this rule should be taken as retirement under Articles 464 and 465.

REGISTRATION DEPARTMENT.—Inspectors General under Local Governments, but not under Chief Commissionerships.

POLICE DEPARTMENT.—Inspectors General and Deputy Inspectors General under Local Governments and Administrations, and the Commissioners of Police, Calcutta, Madras, Rangoon and Bombay.

JAIL DEPARTMENT.—Inspectors General under Local Governments, but not under Chief Commissionerships.

EDUCATION DEPARTMENT—Directors of Public Instruction under Local Governments and Administrations

ACCOUNT DEPARTMENT (CIVIL)—

(a) Comptroller and Auditor General and Accountants General.

(b) In the case of officers of the Enrolled List who have elected the scale of pay sanctioned in the Secretary of State's despatch No. 51 Financial, dated 11th May 1906—Appointments in class 1 of the List

(c) In the case of officers of the Enrolled List who have not elected the scale above referred to—Deputy Comptroller General, Deputy Auditors General, Comptroller, India Treasuries and Comptroller, Central Province.

POSTAL DEPARTMENT—Director General of the Post Office, Deputy Director General of the Post Office, Postmaster General

AGRICULTURAL DEPARTMENT—Inspector General of Agriculture

FOREST DEPARTMENT—Inspector General of Forests, and Conservators

ARCHAEOLOGICAL DEPARTMENT—Director General

GEOLOGICAL SURVEY DEPARTMENT—Director

SURVEY DEPARTMENT—Surveyor General Deputy Surveyor General and Superintendents, 1st Grade

METEOROLOGICAL DEPARTMENT—Director General of Observatories

POLITICAL DEPARTMENT—Officers of the rank of Resident in the graded list of the Political Department

GENERAL ADMINISTRATION—Commissioners of Divisions

JUDICIAL DEPARTMENT—Divisional Judges of the first grade in Burma

CIVIL VETERINARY DEPARTMENT—Inspector General if he is a civil officer of the Department.

CRIMINAL INTELLIGENCE DEPARTMENT—Deputy Director of Criminal Intelligence

LAND REVENUE DEPARTMENT—Settlement Commissioner and Director of Land Records in Burma

IMPERIAL CUSTOMS DEPARTMENT—Collectors

PRINTING, STATIONERY AND STAMPS DEPARTMENT—Controller

NOTE—[See special addition to the form of certificate in Form No. 26 (Pension)]

476 The following special scale of pension is admissible to officers appointed in England to the Forest and Geological Survey Departments—

(a) After a service of less than ten years an invalid gratuity on the scale laid down in Article 474 (a)

(b) After a service of not less than ten years, an invalid pension not exceeding the following amounts—

Years of completed service	Scale of pension.		Maximum limit of pension.	
	20	sixtieths of average emoluments	Rs. 1 000 a year or	Rs. 83½ a month.
10	20	"	1 400	116½
11	21	"	1 800	150
12	22	"	2 200	183½
13	23	"	2 600	216½
14	24	"		
15	25	"		
16	26	"		
17	27	"	3 000	250
18	28	"		
19	29	"		

(c) After ■ service of not less than twenty years, a retiring pension not exceeding the following amounts —

20 to 24	}	30 sixtieths of average	{	4 000 a year or 333½ a month.
25 and above	}	emoluments	{	5 000 „ 416½ „

NOTE—[The rules in this Article do not apply to the following officers who have elected to remain under the rules in Articles 518 and 520 of the *Second Edition* of these Regulations —

Forest Department—Messrs T A Hauxwell and H S Ker Edie

Geological Survey Department—Messrs C E Middlemiss and T H D LaTouche]

477—Cancelled

Reduction in certain cases

478 (a) A Superannuation pension, or an Invalid pension granted on account of incapacity for further service due to old age or natural decay from advancing years shall, if the officer's qualifying service began after the 20th January 1871 and after he attained the age of 30 years, be reduced by one fortieth for every year or part of a year by which his age at the commencement of his qualifying service exceeded 30 years

NOTE 1—[This rule may be relaxed by the Government of India in cases when the maximum pension admissible does not exceed Rs 100 a month or when though the maximum pension exceed that amount the enhancement of pension involved does not exceed Rs 10 a month]

NOTE 2—[Article 478 (a) is not applied in the case of an officer re-employed after discharge

$P \left(\frac{70-X}{40} \right)$, where P is the full pension and X is the age at entry into service (and therefore greater than 30)]

NOTE 4—[In the case of Jail officers who previous to joining the Jail Department, had served in the Army the limit of age for the purpose of this Article is 38 years]

NOTE 5—[This Article does not apply to Port Officers in Madras to the Second Assistant

are
only

(b) Gratuties are not subject to any reduction and in the case of pensions the fixed limits are to be applied before, and not after, making the reduction

479 Clause (a) of the preceding Article applies also to the Superior pension of an officer promoted from Inferior to Superior service, if he entered the service of Government after he attained the age of 25 years

480 In the case of an officer whose qualifying service began after he attained the age of 30 years, the attention of the Examining Medical Officer should always be called to Article 478 (a) in order that he may adapt his certificate accordingly

Section III.—Amount of Inferior Pension.

481. For Inferior qualifying service, pension may, subject to the

PART IV

Page 121 Article 481

Substitute the following for clause (b) of this Article —

(b) Compensation and Invalid pension After a service of not less than 30 years at the following rates —

(1) () Duftars employed in the Secretariats of

Department, Be gal who draws a fixed pay of Rs. 90 a month and (v) Sorters in the

Half pay not exceeding Rs 10 a month

Rs 8 a month as their pay 1st = 20 on

(3) In all other cases —

retirement Half pay not exceeding

No 260

Page 121 Article 484

Cancel the exception to this Article

(5th Edition No 60 dated 1-4-19)

483 An officer should not without urgent necessity be invalided when he has nearly completed thirty years service the Government cannot undertake to overlook a deficiency of service resulting from an officer being prematurely invalided The principle of this rule applies to all analogous cases

Dockyard and Military Artificers

484 A Dockyard or Military Artificer whose qualifying service on pay exceeding ten rupees excluding interruptions of and absence from duty of every kind amounts to not less than twenty five years may be granted a Compensation or Invalid pension not exceeding three fourths of the pension to which he would be entitled if his service on pay exceeding ten rupees were reckoned as Superior

Telegraph Messengers

485 A telegraph messenger paid on the task work system shall for the purposes of calculating pension or gratuity be regarded as if he drew a monthly salary equal to the highest rate of pay drawn by messengers paid on the consolidated pay system in the locality in which he is serving

Section IV — Allowances reckoned for Pension

Emoluments and Average Emoluments

486 The term 'Emoluments' when used in this Part of the
PART IV

1. Regulations, means the emoluments which the officer was receiving immediately before his retirement and includes—

- (a) Pay;
- (b) Personal allowance; continues to reckon as part of "Emoluments" even when it is wholly or partly absorbed in acting allowance not so reckoning,
- (c) Fees or commission, if they are the authorised emoluments of an appointment, and are *in addition* to pay. In this case "Emoluments" means the average earnings for the last six months of service,
- (d) Charge allowance to Signallers in the Indian and Indo-European Telegraph Departments, and to Inspectors for line maintenance in the Persian Section, Indo-European Telegraph Department,
- (e) Commission in the case of a Thugyi in Lower Burma "Emoluments" in this case being held to mean the average of his monthly receipts in commission during the three years' actual service previous to retirement—but see example (3) under Article 489,
- (f) Bullock Train allowance in the Post Office Department,
- (g) Allowance attached to a Professorship or Lecturership in a Government Institution,
- (h) Acting allowances of an officer without a substantive appointment if the acting service counts under Article 371, and allowances

Page 122, Article 486—

In the first line of rule 1 under this Article substitute, for the words "In the case of Section-writers and Press servants, whose" the words "in the case of Section-writers whose service has been allowed to count for pension under special orders of the Government of India, and of Press servants whose"

(5th Edition No 318, dated 10-5-13)

40/1. 1111 1111
upon the last three years of service

being included

3. Excepting as provided in rules 1 and 2, only emoluments actually received can be included in the calculation. For example, when an officer is allowed to count time retrospectively towards increase of pay, but does not receive retrospectively the intermediate periodical increments, these intermediate increments are not reckoned in the calculations

Municipal Police

495 (a) If the Police of a town are wholly supported by, and under the control of, a Municipality, the Government has no concern with their pensions

(b) But if the Government, being interested in the efficiency of a Police Force, paid, wholly or partly, by a Municipality, the Calcutta Port Trust, or from Cantonment Funds, or from the General Revenues subsidised by a contribution from a Municipality, the Calcutta Port Trust, or from Cantonment Funds, undertakes the organisation and control of the Force, as connected with and auxiliary to the Civil Constabulary, service in such a Force qualifies. The contributions of Municipalities, the Calcutta Port Trust, or of Cantonment Funds towards the cost of the pensions of such Forces are, for the present, undetermined

496 The Police Force in the Presidency towns of Calcutta, Madras, and Bombay, and in the Municipalities in Lower Bengal, come under clause (b) of the preceding Article

497 —Omitted

Railway Police

498 The service of members of the Railway Police, appointed and controlled by Government, qualifies, though they may be either wholly or partly paid by the Railway Companies

Section II.—Qualifying Service

499 Service in any of the Police Forces mentioned in Article 494, after the establishment of a Superannuation Fund in the Force, qualifies

NOTE 1 —(The Superannuation Funds were Funds to which, with the exception of certain soldiers of the Sikh Darbar and members of the Oudh Military Police, Police officers whose pay did not exceed Rs. 20 were obliged to contribute. In return for these contributions, they became entitled to pensions according to the rules of the several Funds)

Officers whose pay exceeded Rs. 20 did not contribute, as they came under the operation

(b) If he was enlisted or re enlisted on or after the 19th July 1871, by Scale B

(c) The pension of an officer enlisted in the Calcutta or Suburban Police Force on or after 27th December 1905 is regulated by Scale B. The pension of an officer who was enlisted before 27th December 1905 and subscribed to the Police Superannuation Fund, and whose pay at the date of discharge does not exceed Rs 20 is, on his being invalided, regulated by Scale A, provided he pays up his subscriptions from the 27th December 1905 to the date of his retirement. Failing such payments his pension or gratuity is regulated by Scale B

Officers on pay exceeding Rs 20

506 The pension admissible to an officer whose pay at date of discharge or resignation exceeds twenty rupees, is determined by the rules which apply to ordinary service, except that service rendered after the completion of twenty years of age, and declared by this Chapter to be qualifying, is treated as Superior service, and that the benefit of Article 502 is not withdrawn from a Police officer by reason of his being promoted to pay exceeding twenty rupees a month

1 When a Police officer by promotion to a pay exceeding twenty rupees loses any benefit as to pension which he would have enjoyed had his pay remained unchanged, his pension may be regulated as if he had not received the promotion

2 Men of the Bombay City Police count as Superior their service in the Force in Inferior grades before the establishment of the Superannuation Fund

Previous Inferior Service

507 If part of an officer's continuous service qualifies for pension under the general rules, but does not qualify under the rules in this Chapter he may elect to receive, in lieu of the pension admissible under this Chapter, such pension as is admissible to him under Articles 398 and 481 to 483 for the whole of his service, both Inferior and Superior (see Article 460)

508 An officer who, under Article 505, has elected to abide by Scale B will, if he takes gratuity under the preceding Article, obtain, in lieu of the scale prescribed in Article 481, one month's pay for every complete two years of service, but not more than twelve months' pay in all

Calculation of Pension

509 Except in the case of officers of the Town Police of Calcutta, and of officers of the Town Police of Bombay who were in the Force before the 1st April 1886 (Article 504), pension is to be calculated upon the net pay, i.e., the pay actually received by the officer, and not upon the gross pay, i.e., the pay from which were deducted the subscriptions to the Superannuation Funds [see concluding sentence of Note (1) to Article 499]. But this rule shall not unless he be either promoted to higher pay or degraded for misconduct to lower pay, be applied to any officer who, on the 19th July 1871, was entitled, by the rules of the Superannuation Fund, to have his pension calculated on his gross pay

Chapter XXI.—Re-employment of Pensioners.

Section I—General.

509 A No officer, Civil or Military, may retire with the view of being re-employed and drawing pension in addition to pay, whether in the general service or in the service of any Local Fund

510 When a person who was formerly in Government employ either Civil or Military, is re-employed whether temporarily or permanently in Government service or in the service of a Local Fund, it shall be incumbent on him to declare the amount of any gratuity, bonus or pension received by him on retirement. The authority re-appointing him shall specifically state in the order of re-appointment whether any deduction is to be made from pension or salary as required by the rules of this Chapter and shall communicate a copy of the order to the Audit Officer

510 A The attention of every officer who is re-employed should be specially called to the provisions of this Chapter by the authority re-employing him and whenever he becomes aware of such an appointment, by the Audit Officer, but the failure of such authority to do this will not be admitted as a ground for condoning any breach of the regulations contained in this Chapter

Section II—Civil Pensioners

Re-employment after Compensation Gratuity

511 An officer who has obtained a Compensation gratuity, if re-employed in qualifying service may either retain his gratuity, in which case his former service will not count for future pension, or refund it and count his former service

512 The intention to refund must be stated immediately on re-employment but the refund may be made by monthly instalments of not less than one third of the officer's salary and also not less than the whole gratuity divided by the number of months which have elapsed since the end of the service for which the gratuity was given. The right to count previous service does not revive till the whole amount is refunded

NOTE.—[The equity of this rule is based upon the consideration that so long as the refund of the gratuity is postponed the officer avoids the risk and the State loses the possibility of the gratuity lapsing absolutely to the public treasury by the death or dismissal of the officer. A subsequent refund of a gratuity even with compound interest does not compensate the State for the loss of this possibility meanwhile]

513 —(See 510 A)

After Compensation Pension

514 (a) An officer who has obtained a Compensation pension, if re-employed, may retain his pension in addition to his pay. Provided that, if

he is re employed on an establishment paid from General Revenues, the pension shall remain wholly or partly in abeyance, if the sum of the pension and the pay on re employment exceeds the pay of the appointment on abolition of which the pension was given, that is to say, an officer can draw pension only in order to make up his present aggregate emoluments to what he drew at the time of his retirement. In the case however of a pensioner re employed, in either a permanent or temporary appointment, for *bona fide* temporary duty lasting for not more than a year, the Local Government or, in cases where the pension does not exceed Rs 10 a month, the officer who controls the establishment on which the pensioner is to be employed, may allow pension to be drawn in whole or in part even though the sum total of pay and pension exceeds the pay which the officer drew on retirement.

Omit the words 'see also the note to Article 518' at the end of the note under clause (b) of this Article

(The Ed. is dated 10)

515 In the case of a section which is re employed, the pay of the appointment abolished is taken at the average earnings of the last six months of employment.

516 If an officer does not, within three months from the date of his employment, exercise the option conceded by Article 514, of ceasing to draw pension and counting his former service, he may not thereafter do so without the permission of the Local Government.

517 An officer who under Article 514, draws pension in addition to pay the same circumstances while holding his abolished appointment. Provided that his allowances on leave shall never be less than his pension.

518 —Cancelled

After Invalid Pension

519 There is no bar to the re employment of an officer who has regained health after obtaining Invalid pension, or if an officer is invalided as being incapacitated for employment in a particular branch of the service, to his re employment in some other branch of the Service. The rules in such a case as to refunding gratuity, drawing pension, and counting service, are the same as in the case of re employment after Compensation pension.

After Superannuation or retiring Pension

520 An officer who is in receipt of a Superannuation or Retiring pension shall not be re employed or continue to be employed in service paid from

General Rule as to a Local Fund except on public grounds. The

no withdrawal the fact should be taken into account in fixing the pay to be allowed

No 44

Page 131 Article 521

Substitute the following for clause (1) of this Article —

- (1) that of the Government of India in the Administrative Department concerned in case of pensioners who previous to retirement served in Government of India Imperial branch of any officers who previous to retirement held posts usually filled by officers of an Imperial Service or Branch

(5th Edn No 44 dated 1.11.10)

Exceptions

522 The foregoing rules do not apply—

- (i) to a pension paid from a Police Superannuation Fund constituted by contributions from the Force. Such a pension may be drawn without restriction in addition to salary or
- (ii) to pensioners re-employed in non pensionable service on the subordinate establishment of a State Railway. Such pensioners retain their gratuities and continue to draw their pensions subject in the case of pensions of all classes to the provisions of Article 514 or
- (iii) to pensioners re-employed under the Court of Wards

523 A pensioner of any class may be employed as an Extra Departmental Agent in the Post Office or as a Sub Registrar under the law for the registration of documents remunerated by fees only

524 —Cancelled

Section III —Military Pensioners

525 (a) Except where it is otherwise expressly stated (see Article 509 A) the foregoing rules do not apply to a Military pensioner in Civil employ

PART IV.

K 2

The claims of such an officer to salary and pension in the Civil Department are not affected by his Military pension

(b) If however a soldier be allowed to continue in Civil employ after he has earned a Military pension and such pension is payable, wholly or in part from Indian Revenues his salary in the Civil Department will be reduced by an amount equal to so much of his pension as is payable from Indian Revenues

526 The salary in the Civil Department of a commissioned Military Officer not being a Native of India, whether the pay of his office be consolidated or staff pay shall be reduced by the amount of any annuity, pension, or pensionary allowances other than a good service pension or a pension obtained after a prescribed period of service otherwise than on medical certificate which he receives in the Military Department. If he has commuted any such allowance for a single capital payment, the same deduction will be made from his Civil salary as would have been made had he not done so

527 The pension of the heir of a Native Commissioned or Non Commissioned officer or soldier, or of the heir of a Medical subordinate, will during employment in any Civil Department merge in his salary

528 Provided always that an Invalid Native Commissioned officer shall receive only so much of his Invalid pension as, with his Civil pay, will make his whole allowances equal to his Military pay and allowances immediately before his retirement. If, therefore the pay of the Civil appointment is not less than his Military pay and allowances at the date of his retirement he receives no portion of his Military pension

Exception—The pensions of Army pensioners who enlist into the Burma Military Police are held in abeyance during the time they continue to serve in that force. But the gratuity granted to discharged soldiers enlisting into the Burma Military Police need not be refunded

Section IV.—Pension for New Service

529 Except as provided in Articles 525 to 528, an officer who, having been discharged with a pension, is subsequently re-employed, may not count his new service for a separate pension. Pension (if any) is admissible only for the new service combined with the old, the whole being counted as one service

530 If an officer who has obtained a Compensation or Invalid pension is re-employed in pensionable service and retains the pension (see Article 514) the same on re-employment is admissible for his subsequent service as subject to the difference between the value of the pension granted at the date of his re-employment, if the two periods of service were combined and the value of the pension already granted for the previous service

Illustration—A who had retired at the age of forty after eighteen years' service on a Compensation pension of Rs. 90 (his salary having been Rs. 500), was re-employed after six years

531 (a) If a gratuity received for the earlier service has not been refunded, gratuity or pension (as the case may be) may be allowed for the subsequent service, on condition that the amount of such gratuity or the present value of such pension calculated according to Table A in Appendix 10, *plus* the amount of the previous gratuity, shall not exceed the amount of gratuity or the present value of the pension that would have been admissible had the gratuity received for the earlier service been refunded

(b) If the amount of such gratuity or the present value of such pension *plus* the amount of the previous gratuity exceed the amount of gratuity or the present value of the pension that would have been admissible if the gratuity received for the earlier service had been refunded, the excess must be disallowed

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PART V—RULES APPLICABLE TO SPECIAL DEPARTMENTS OR
SPECIAL OFFICERS

Chapter XXII.—The Governor-General, Governors, Lieu-
tenant-Governors and Members of Council.

No 171

Page 137 Article 532

Insert the following as a Note under this Article —

NOTE—[The audit officer concerned should, in each case obtain from each of the officials mentioned in the above rule when he assumes charge of his post, a statement as to whether he is in receipt of any pension, or other payment on account of which his salary is required to be reduced under this article]

(5th Edition No 171 dated 21 7 11)

THE SALARY OF AN ORDINARY MEMBER OF COUNCIL shall be reduced by the amount of the Pension, Salary, Annuity or Profits of Office so respectively held or enjoyed by him — (3 and 4 Will IV, 85, s 77)

533 If any Ordinary Member of Council hold or enjoy any pension or any annuity payable out of the Civil or Military Fund, the salary of his office of Member of Council is to be reduced under Acts 3 and 4 Will IV, Cap 85, s 77, by the amount of the pension or annuity held by him. A Good Service Pension enjoyed by Military Officers comes within the meaning of pension under the Act cited above

Section II—Lieutenant Governors.

Leave Rules

534 (a) Leave on Medical Certificate for not more than six months may be granted to a Lieutenant Governor. On resuming his duties after such leave, a Lieutenant Governor is entitled to half his salary for the period of his absence. If he is prevented from resuming his duties, he is entitled to no absentee allowances

(b) A Lieutenant Governor is not entitled to any other leave

under the ordi-
nary rules and does not

the Indian Civil
or special leave

PART V

under the ordinary rules. If he resigns preparatory to retirement he is entitled to subsidiary leave on half average salary.

NOTE 3—[A Lieutenant Governor who is granted leave during the term of his office is required to conform to the rule—Article 224 of these regulations—as regards obtaining a certificate of fitness to return to duty.]

Acting Lieutenant-Governor

535 The salary of a person appointed to officiate as Lieutenant-Governor is regulated in the same way as the salary of a person appointed to be temporary Member of Council (see Article 539)

Section III—Members of Council

Tenure of Office

536 The tenure by a Member of Council of his office begins from the date on which he first takes upon himself the execution of his office whether as a temporary Member appointed in India, or after the issue of His Majesty's warrant of appointment, and the resignation of his office, by a Member of Council, whose successor has not entered upon his office, takes effect from the day following that of his embarkation at any port in India, excluding Aden or from the expiry of his five years' tenure of office, whichever date is earlier. Any time during which a Member of Council (not being himself granted leave) draws less than full pay shall not be computed as part of his five years' tenure of office.

Leave Rules

537 The leave admissible to an Ordinary Member of the Executive Council of the Governor General or of the Governor of Madras or Bombay is regulated by Statute 24 and 25 Vict. Cap 67, s. 26 as follows—

Section 26—It shall be lawful for the Governor General in Council or Governor in Council of either of the Presidencies as the case may be, to grant to an Ordinary Member

absence shall exceed six months his office shall be vacated

NOTE 1—[Service as a Member of Council does not qualify for any leave under the ordinary rules but counts as continuous service for the purpose of Article 308 and does not interrupt any leave previously earned.]

NOTE 2—[The provisions of Article 215 do not apply to a Member of the Indian Civil Service who on resigning the office of Member of Council takes furlough or special leave under the ordinary rules. If he resigns preparatory to retirement he is entitled to subsidiary leave on half average salary.]

NOTE 3—[A Member of Council who is granted leave during the term of his office is required to conform to the rule—Article 224 of these regulations—as regards obtaining a certificate of fitness to return to duty.]

538 Subject to any special orders by the Government of India to the contrary, leave of absence granted to an Ordinary Member of the Council of the Governor General (if taken out of India) commences on the day after

such Member embarks at any port in India, excluding Aden, and ends on the day before he disembarks at any port in India—~~always that such~~

Page 139. Article 539.

Substitute the following for the first three lines of this Article:—

539. The salary and the appointment of a temporary Member of the Executive Council of the Governor General or of the Governor of Madras or, Bombay or Bengal or of the Lieutenant Governor of any Province is regulated by Statute 24 and 25 Vict, Cap. 67, s. 27, as follows:—

(6th Edition, No. 287, dated 1-5-12.)

... to succeed thereto shall be then present on the spot, then, and on every such occasion, such vacancy shall be supplied by the appointment of the Governor General in Council or the Governor in Council, as the case may be, and until a successor shall arrive, the person so nominated shall execute the office to which he shall

In case of absence.

And if any Ordinary Member of the Council of the Governor General or of the Council of either of the Presidencies shall, by any infirmity or otherwise, be rendered incapable of acting or of attending to act as such, or if any such Member shall be absent on leave and if any person shall have been nominally appointed as above and then the place-
erson, and if no
the spot the
e, shall appoint
Member of Council and until the return of the Member so

office of an Ordinary Member must forego.

541. The salary of the substantive office of a temporary Member of Council appointed in the place of an Ordinary Member of Council who, by reasons of

infirmity or other
includes the Militia
the pay of which is
Such a temporary
of Good Service pay

No 45

Page 140

Article 512

111 1 Member of the
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542 Canceled

Chap

Statutory Rules

543 The following rules made, under Statute 24 and 25 Vict c 104, s 6, by the Secretary of State in Council of India regulate the salaries allowances furloughs, retiring pensions and (when necessary) expenses for equipment and voyage of the Chief Justices and Judges of the several High Courts established under the said Statute They have effect from the 25th day of April 1890

A B—[The headings (other than those of sections) which are introduced to facilitate reference do not appear in the Statutory rules.]

Definitions

1 In these rules, unless there is something repugnant in the subject or context—

"Acting Chief Justice" means a Judge appointed under Section 7 of Statute 24 and 25 Vict, c 104 to perform the duties of Chief Justice of a High Court

Acting Judge means a person appointed under the said Section 7 to perform the duties of Judge of a High Court

"Judge" includes a Chief Justice and Acting Chief Justice, and an Acting Judge except where the contrary is expressed

"Actual service" includes—

(a) Time spent by a Judge on duty as Judge, or in the performance of such other functions as he may be directed to discharge by the Governor General of India in Council,

(b) Time spent by a Judge on privilege or subsidiary leave.

(c) Duty authorized vacations (provided that the Judge is not absent on furlough or on extraordinary leave under Rule 26)

Section I—Salaries

2 The Chief Justice, or Acting Chief Justice, of the High Court at Calcutta, shall be paid a salary at the rate of Rs 72,000 per annum

3 The Chief Justice, or Acting Chief Justice, of the High Courts at Madras and at Bombay, and for the North Western Provinces,* respectively, shall be paid a salary at the rate of Rs 60,000 per annum

4 A Judge or Acting Judge, of the High Courts at Calcutta, Madras and Bombay, and for the North Western Provinces* respectively shall be paid a salary at the rate of

* Limited Provinces of Agra and Oudh

Rs. 48,000 per annum: provided always that every Judge of the High Court at Calcutta appointed before the 18th day of January 1881 shall be paid a salary at the rate of Rs. 50,000 per annum

5. Every Chief Justice, or Acting Chief Justice, and every Judge, or Acting Judge,

5 A. If a Judge of a High Councils Act, 1861, to be an for the purpose of making law as he shall be engaged as a Member of the Council on any special legislative measure on behalf of the Government, a deputation allowance at the rate of Rs. 1000 a month, in addition to the salary of his appointment as Judge

Section II — Leave.

Furlough earned

6. One year's furlough shall be placed to the credit of each Judge after the completion of the fourth, eighth, and twelfth years of actual service. Provided that the aggregate amount of all furlough which can, during the whole period of his service, be granted to a Judge shall not exceed three years: provided further that the maximum amount of furlough which may be taken at any one time is fifteen months

Furlough admissible

7. Except under Rules 9 and 10, no furlough shall be granted until at credit under

service in the High Court, and when such

Conditions of grant

8. Except under Rules 9 and 10, furlough shall not be granted until after the completion of three years' actual service from the date of the last return from furlough or from extraordinary leave

9. Under medical certificate, furlough may be granted before it is at credit under Rule 6, and although three years' actual service may not have been completed since the last return from furlough or from extraordinary leave.

Judge will receive from the India Office permission to return to India.

a Judge's service.

Commencement and end of Furlough

Rule 11, according as the furlough begins or ends in or out of India

Subsidiary Leave

which in special cases may be extended

Leave Allowances

14 A Judge when on furlough, shall receive allowances at the rate of Rs 833 5 4 a month if the furlough be taken in India and at the rate of £1,000 a year if the furlough be taken out of India and payment be made in England. A Judge, when on subsidiary leave, shall receive allowances at the rate of Rs 833 5 4 a month

Number of Furloughs admissible

15 Except under medical certificate, the number of furloughs to be granted at any one time and the grant of furlough to individual Judges, shall be subject to and limited by the exigencies of the service, which exigencies shall be determined exclusively by the authority with whom rests the question of granting the furlough

16 Applications for furlough not supported by medical certificate shall be granted

on, in the case of a Judge who has not taken furlough or extraordinary leave, from the date of the commencement of his service in the High Court, and in the case of a Judge

*Privilege Leave—Present rules**Page 142 Article 543*

Insert the following as clause (b) under rule 17 of Article —

(b) Once in three years, and not oftener, privilege leave may be prefixed or to the vacation

application must be accompanied by an explanation of the special circumstances under which it is made, and it shall be in the absolute discretion of the Government to grant or withhold the permission sought

Combination of Leave

20 Privilege leave may be prefixed but not affixed to furlough. This rule is to have effect as from the 25th of January, 1901

Applications for leave

21 Applications for leave shall in all cases be submitted in such manner as the Government shall from time to time prescribe

Payment of Leave Allowances

22 Leave allowances shall be payable monthly if payment is made in India, and quarterly if in England *

Effect of Leave on substantive appointment, etc.

23 No substantive appointment shall be vacated merely by reason of leave being granted under the rules

full pay with leave as shown in
advance is sanctioned or additional
in absence during the vacation —

(A) Where the vacation of the High Court consists of one period, a Judge may be allowed to combine vacation on full pay with leave, either at the

(B)

for the intervening period

Effect of leave on Pensionary Service.

25 No leave except privilege leave and leave subsidiary to furlough shall count as service for pension

Extraordinary Leave.

26 If the Government shall in its discretion deem it necessary, in any special instance, to grant to any Judge leave of absence which is not expressly provided for in the foregoing rules, such leave shall be without pay. Provided always that in no case shall such

* Leave allowance is now paid monthly in arrear if payment is made in England.

leave exceed six months or be granted more than once in the whole course of the Judge's service

Section III—Pensions

Chief Justice

27 A Chief Justice of the High Court at Calcutta after an actual service of eleven and a half years as Judge of a High Court, of which period at least five years and nine months shall have been as Chief Justice of the High Court at Calcutta, shall receive a pension not exceeding £1,500 per annum

28 A Chief Justice of the High Courts at Madras, Bombay, and the Western Provinces, of a High Court, of which period at least five years and nine months shall have been as Chief Justice, shall receive a pension not exceeding £1,500 per annum

Judges

29 A Judge of a High Court, not being eligible for pension at a higher rate under Rule 27 or 28, shall, after an actual service of eleven and a half years as Judge, receive a pension not exceeding £1,200 per annum

Invalid Pension

30 A Chief Justice or Judge, who retires on medical certificate after six years and nine months actual service, shall receive a pension not exceeding one half the amount of pension allowed for the full period of service

Previous Service

31 In the event of a Judge receiving a pension under the preceding rules, he will not be entitled to any other pension or retiring allowance

32 When a Judge, who at the time of his retirement has been in the service of the Government for less than six years, shall be entitled to a pension under the preceding rules, he shall be entitled to a pension not exceeding one half the amount of pension allowed for the full period of service

c
after six
months
in force

Member of the Indian Civil Service

33 No Judge, selected from the Covenanted Civil Service, shall receive a pension under those rules unless he shall have fulfilled the conditions specified in the rules in force for the time being

Transfer to another High Court

34. If a Judge, who at the time of his retirement has been in the service of the Government for less than six years, shall be entitled to a pension under the preceding rules, he shall be entitled to a pension not exceeding one half the amount of pension allowed for the full period of service

and he shall

in the United Provinces of Agra and Oudh.

Promotion to Chief Justice.

36 If a Judge be appointed to be a Chief Justice in the Court in which he has heretofore served, or in another Court the period of his service as Judge will count for pension according to the rate of a Judge's pension, and the period of his service as Chief Justice will count for pension according to the rate of pension of a Chief Justice of the Court to which he may have been appointed

the High Court at Calcutta will count for pension according to the rate of pension of a Chief Justice of the High Court at Calcutta

38 A Judge appointed under Statute 24 and 25 Vict., Chapter 204, Section 7, to per

Calcutta

Extent of Application

be serving

Section IV—Expenses for Equipment and Voyage

40 For the purpose of defraying the expenses of equipment and voyage from Europe on first appointment, there shall be allowed—

To a Chief Justice or Judge of any High Court, £300

Reversion to the General Service.

544 (a) An officer subject to the rules of any of the other Chapters of these Regulations who has for a time been removed from the operation of such rules by reason of officiating as Judge of the High Court, shall, on return to general service, have to his credit the same amount of service towards Privilege leave as was at his credit when he began to officiate as High Court Judge

* United Provinces of Agra and Oudh.

(b) In addition to this, he is entitled to count towards Privilege leave, under the rules to which he is subject any period that has elapsed since he last obtained Privilege leave or enjoyed vacation as High Court Judge, which he could have counted for Privilege leave as a High Court Judge, if his officiating service had been prolonged until leave became admissible under the rules applicable to Judges of the High Court

545 If a Judge, who is a member of the Indian Civil Service or a Statutory Civil Servant shall be permitted to resign his office and remain in the service, all leave which he may have taken as a Judge of the High Court shall be reckoned as if it had been taken under the rules for the leave of absence of members of the Indian Civil Service or Statutory Civil Servants as the case may be

Chapter XXIV.—Barrister and Pleader Appointments.

Barristers' Privileges

546 No Civil officer whether a member of the Indian Civil Service or otherwise, is entitled to any special privileges by reason of his being a Barrister unless on his first admission to the service he is appointed to some office in which the Local Government with the sanction of the Government of India, has declared it to be necessary on public grounds to employ a Barrister

1 A Barrister without a substantive appointment, appointed to act in an office which is either reserved for a Barrister or for which a Barrister is generally selected may with the special sanction of the Local Government be allowed to draw an acting allowance not exceeding two thirds of the pay of the appointment

547 The following officers, not being members of the Indian Civil Service, are entitled to the special privileges detailed in this Chapter —

Barrister and Pleader Judges of the Chief Courts of the Punjab and Lower Burma

First Judges of Small Cause Courts of Presidency towns

Secretary to the Government of India in the Legislative Department

Judicial Commissioner or Additional Judicial Commissioner of Oudh and of the Central Provinces

Administrator General of Bengal

Judge of the Court of Small Causes, Rangoon

Additional Judicial Commissioner of Sindh

Administrator General and Official Trustee, Bombay

Legal Remembrancer and Secretary to the Legislative Council, Punjab

if Barristers

Substitute the following for this Article :—

548 (a) Except in the case of the Legal Remembrancer and Secretary to the Legislative Council, Punjab, the Statutory Rules which regulate the furlough and leave of absence of High Court Judges (Article 543, Rules 11 to 26) are also applicable to the officers in the preceding Article.

(b) The allowances of these officers while on Furlough or Subsidiary leave must not exceed half their salaries at the time of proceeding on leave, and are limited also to the rate prescribed in Statutory Rule No 14, Article 543.

(c) The Privilege leave of the Secretary to the Government of India in the Legislative Department, of the Judicial Commissioners or Additional Judicial Commissioners of Oudh, Sindh and the Central Provinces, of the Judge of the Court of Small Causes, Rangoon, of the Administrator-General of Bengal, and of the Administrator-General and Official Trustee, Bombay, is regulated by the rules in Part III

(8th Edition, No 63, dated 1 12 10)

trator General and Official Trustee, Bombay, is regulated by the rules in Part III

No. 348.

Page 147. Article 549.

a year admissible under this Article]

(2) After an active service of not less than 6½ years not exceeding one half the amount of pension allowed of service

NOTE—(The above scale of pensions does not apply to Messrs C 9 I, and C W Chittiv, who have elected to remain under the rule

(b) The Active Service of the officers referred to in 1 besides time spent on duty, whether in substantive or a lege leave, Subsidiary leave, and periods of vacation during is not on Furlough or Extraordinary leave

Compulsory Retirement.

550 Officers to whom the rules of this Chapter 2, June 1901 are exempt from the rule in Article 459 regarding 55 years of age Officers who after that date become 1 in this Chapter are required to retire on attaining the 2-

Chapter XXV.—Members of the Indian Civil Service

Date of Arrival in India

551 The date of an officer's first arrival in India is held to be the date on which he reports his arrival at the capital town of the Presidency or Province to which he has been posted by the Secretary of State or the Government of India or at any other station to which he may proceed under the orders of the Local Government

552 Article 187 in Chapter IX (joining time) provides for the case of an officer being unable from illness to proceed to the seat of Government

Rules regarding Pay and Allowances

553 Unless there be something repugnant in the subject or context, pay and allowances are governed by the rules in Part II. Acting allowances are calculated in accordance with the rules in Articles 104 to 103

Leave Rules

554. The leave rules applicable are the European Service Leave Rules in Part III

1 The rules applicable to a member of the Indian Civil Service occupying the position of a High Court Judge are laid down in Chapter XXIII.

2 The grant of Privilege leave to a member of the Indian Civil Service occupying the position of a Judge of the Chief Court of the Punjab or of Lower Burma is regulated by Rules 17 and 20, Article 543

555 Except in the case of Judges of Chief Courts, no leave but Privilege leave and Subsidiary leave preparatory to retirement may be granted to an officer who has completed thirty five years' service. Any leave other than Privilege leave and Subsidiary leave preparatory to retirement granted before such date, ceases to have effect on the date the officer completes thirty five years' service

Annuity Deductions.

556 (a) Four per cent shall be deducted at the time of payment from every officer's pay and from such of his other public emoluments as are mentioned below —

If the officer was in the service in 1875, or was appointed to it after passing a competitive examination held before the end of the year 1875, and belongs to the—

9 *Bengal Establishment*—Every allowance, excepting—

- (1) Minimum Furlough allowance
- (2) Subsistence allowance while on Furlough,
- (3) Establishment allowance,
- (4) Sumptuary allowance, and
- (5) Travelling allowance

Madras or Bombay Establishment—The following allowances, viz. —

- (1) Acting allowance,
- (2) Deputation allowance,
- (3) Personal allowance,
- (4) Fees,
- (5) Allowances while on Privilege or Subsidiary leave,
- (6) Subsistence allowance when not on leave other than Privilege and Subsidiary leave, and
- (7) Local allowances other than travelling allowance and tentage

N.B.—to pay the
before the
1st June 1850,

If the officer is appointed to the Service after passing a competitive examination held in or after the year 1876—

These allowances are not to be

Page 149 | Article 556.

Substitute the following for Note 2 under clause (a) of this Article :—

NOTE 2—[The deduction prescribed in this Article is not made from the salary of an Ordinary Member of the Council of the Governor General or of the Council of the Governor of Madras or Bombay or Bengal or of the Lieutenant Governor of any Province.]

(5th Edition No 267, dated 1-5-12)

Example—The Chairman of the Commissioners of the town of Calcutta the Municipal Commissioner for the city of Bombay, or any of the officers referred to in Articles 761 to 767

Civil Fund Deductions.

557 Deductions on account of subscriptions to Civil Funds shall be made at the time of payment from the emoluments of officers according to the rules of the Fund to which the officer belongs. The Funds are—

A—Bengal Civil Fund
B—Madras Civil Fund

C—Bombay Civil Fund
D—Indian Civil Service Family Pension Regulations

NOTE—[The rates of subscriptions to the several Funds are given in Appendix II.]

558 European officers who arrived before 1881-82 are alone allowed to subscribe to the three Civil Funds A, B, and C, but the following Native officers are allowed, on payment of equal subscriptions, to secure like benefits to those which the Civil Funds secure to Europeans —

Bengal Establishment

Bombay Establishment

(¹) Mr B L Gupta
(²) „ B De

(¹) Mr C Rustamji
(²) „ K J Badshah

(¹) Mr. S N Tagore

(¹) Specially admitted to the Civil Funds.

(²) Allowed to subscribe to the “General Revenues” at Civil Fund rates.

Substitute the following for the list of officers enumerated below this Article. —

Mr A H Diack, CVO, Bengal; Sir William Meyer, KCIE,
Madras; Mr J. J. Heron, Bombay
(5th Edition No 78 dated 3 1 11)

- (1) If the officer is on leave out of India in England and has not paid his subscription in advance, or made arrangements for its payment in India as it falls due recovery will be made at the Home Treasury by deduction from his absentee allowances unless he is a member of the Bengal or Madras Civil Fund, and has exercised the option allowed to members of those funds of postponing the payment of his subscriptions until after return to duty

NE — [The option allowed to subscribers to the Bengal Civil Funds of postponing payment of subscriptions on absentee allowances is limited to a period of one year]

- (2) For payment of leave allowances in any of His Majesty's colonies warrants will be issued only on condition that the subscriptions shall be either paid in advance or taken by deduction, in the latter case the warrant to the colony should show only the net allowance payable after such deduction

(b) The recovery of subscriptions due on the absentee allowances of subscribers to the Indian Civil Service Family Pension Regulations is made under the following rules —

- (1) If the subscriber is in Europe, the rules require his subscription to be paid in England in sterling and recovery of it will there fore be made at the Home Treasury by deduction from his absentee allowances
- (2) For the payment of leave allowances in the colonies, the warrants issued will show the gross allowance payable, with instructions to recover the amount of monthly subscription due in sterling

Retirement and Annuity

561 An officer who has been twenty five years in the service, counting from the date of his covenant, or from the date of the despatch of the Secretary of State announcing his appointment (whichever may have been earlier) and who has rendered twenty one years' active service, is entitled, on his resignation of the service being accepted, to an annuity of £1,000

562 An officer who resigns the service will, by such resignation, vacate any office under the Government which he may then be holding. But this rule does not apply to the offices of Viceroy and Governor-General of India, Governor of Madras and Governor of Bombay

563 The resignation of the Civil Service by a Lieutenant Governor, Member of the Council of the Governor General, or of the Council of the

Governor of Madras or Bombay, or Judge of a High Court, shall not be accepted unless his resignation of his office is at the same time tendered and accepted.

564 An officer who, having proceeded to India and made or become liable to any payment on account of the provision for the annuity to which he might become entitled under Article 561, is declared by a medical certificate in due form to be incapacitated for further service and is thereupon permitted to resign the service before he is entitled to such an annuity, is entitled to a gratuity or annuity as follows —

- (i) for less than five years' service—a gratuity of £500,
- (ii) for five years' completed service—an annuity of £150 rising by £20 for each additional year up to twelve,
- (iii) for twelve years' service—an annuity of £290, rising by £30 for each additional year up to twenty three,
- (iv) for twenty three years' service—an annuity of £620,
- (v) for twenty four years' service—an annuity of £660,
- (vi) for twenty five years' service (of which less than twenty one years have been active service)—an annuity of £700

564A The power of withholding or withdrawing the whole or any part of an annuity under Article 351 shall be exercised only by the Secretary of State in Council

Compulsory Retirement

(a) After thirty five years' service, counting from the date of his appointment for special reasons, and with the

Page 151 Article 565 led to any.

Substitute the following for the Note under clause (b) of this Article —

NOTE—[The term 'office' as used in this Article does not include any office held under direct appointment by His Majesty the King Emperor of India or by the Governor General with the approval of the King Emperor, but the retention of such an office should be subject to the condition prescribed in Article 563]

(5th Edit on No 204 dated 3 10 11)

provided that, if temporary, he is confirmed without reverting to his substantive appointment, but the currency of the period is not interrupted by any subsequent temporary promotion to a higher appointment

NOTE—[The term 'office' as used in this Article does not include any office held under direct appointment by His Majesty the King Emperor of India but the retention of such an office should be subject to the condition prescribed in Article 563]

Chapter XXVI—Statutory Civil Servants.

The following rules regulate the pay and allowances, pension and Civil Servants —

— and Allowances

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a m^r a

Substitute the following for the list of officers enumerated below this Article. —

Mr A H Dinck, CVO, Bengal, Sir William Meyer, K C I E,
Madras, Mr J J Heaton, Bombay
(*15 Enclom No 72 dated 3111*)

- (1) If the officer is on leave out of India in England and has not paid his subscription in advance, or made arrangements for its payment in India as it falls due, recovery will be made at the Home Treasury by deduction from his absentee allowance, unless he is a member of the Bengal or Madras Civil Fund and has exercised the option allowed to members of those funds of postponing the payment of his subscriptions until after return to duty

A B — [The option allowed to subscribers to the Bengal Civil Funds of postponing payment of subscriptions on absentee allowance is limited to a period of one year]

- (2) For payment of leave allowances in any of His Majesty's colonies warrants will be issued only on condition that the subscriptions shall be either paid in advance or taken by deduction in the latter case the warrant to the colony should show only the net allowance payable after such deduction

(b) The recovery of subscriptions due on the absentee allowances of subscribers to the Indian Civil Service Family Pension Regulations is made under the following rule —

- (1) If the subscriber is in Europe the rules require his subscription to be paid in England in sterling and recovery of it will therefore be made at the Home Treasury by deduction from his absentee allowance
- (2) For the payment of leave allowances in the colonies, the warrants issued will show the gross allowance payable, with instructions to recover the amount of monthly subscription due in sterling

Retirement and Annuity

561 An officer who has been twenty five years in the service counting from the date of his covenant or from the date of the despatch of the Secretary of State announcing his appointment (whichever may have been earlier) and who has rendered twenty one years' active service, is entitled, on his resignation of the service being accepted to an annuity of £1000

562 An officer who

No. 504.

For the

[Handwritten notes and signatures at the bottom of the page, including "S. J. ...", "The ...", and "The ..."]

(2) That proportion of the pension to which he would have been entitled if his whole service had been in an office not ordinarily held by a member of the Indian Civil Service, which his previous qualifying service bears to the whole of his qualifying service

(b) If such an officer is entitled to gratuity only, his gratuity shall be calculated as if his whole service had been passed in an office ordinarily held by a member of the Indian Civil Service

Section 7—The procedure upon an application for pension and upon the payment of pension is that described in *Chapter XLIX*.

Leave Regulations.

Section 1.—In these Regulations—

"Average salary" means average salary for a month, calculated for so much of the three years immediately preceding the day on which an officer gives up office as he has passed on duty, or on Privilege or Examination leave. Average salary in excess of Rs 1,400 a month is not reckoned

"Service" means all qualifying service, whether rendered in an office ordinarily held by a member of the Indian Civil Service or otherwise, and includes periods spent on leave with allowances

actual salary when he was last before on duty

NOTE—[A Statutory Civil Servant who is compelled owing to ill health to take any leave with allowances out of India is entitled to the benefits of Article 312]

Section 3—Leave on Medical Certificate may be granted for three years in all, but not for more than two years at one time

Section 4.—(a) An officer may take either *Leave on Private Affairs* or *Furlough* as follows, but not both these kinds of leave—

(b) Leave on Private Affairs may be taken, first, after not less than six years' service and, thereafter, at intervals of not less than six years. The duration of Leave on Private Affairs must not exceed six months at one time

it may extend to two years

Section 5—Subsidiary leave, Privilege leave and Examination leave may be granted under Part III

Section 6—The Local Government may grant Extraordinary leave without allowances at its discretion. Subject to the provisions of Section 10, there is no limit to the length or frequency of leave under this section, and it may be granted in continuation of any leave with allowances

Section 7—Leave taken by an officer before his appointment to an office ordinarily held by a member of the Indian Civil Service shall, for the purpose of calculating the leave admissible to him under this Chapter, be treated as leave taken under this Chapter

Section 8—Leave on Private Affairs or Furlough may not be granted in continuation of any leave except Subsidiary leave, and Privilege leave under Article 233, but any leave granted under these rules, may be retrospectively changed for any other kind or amount of leave, which might at first have been granted. If an officer absent on Leave on Private Affairs, or Furlough, takes an extension on medical certificate the whole of his absence is treated as Leave on Medical Certificate

1 Extraordinary leave cannot be changed retrospectively into Leave on Medical Certificate; but Leave on Medical Certificate may be given in continuation of Extraordinary leave.

Section 9—An officer who has reached the age of 55 years is not eligible for any leave, except Privilege leave. Leave, other than Privilege leave, granted to an officer before his fifty fifth birthday cannot extend beyond that date.

Section 10—If an officer is absent without leave, or remains absent after the end of leave (excepting Privilege leave, in which case a week's grace is allowed), he vacates his appointment after five years' continuous absence from duty, whether with or without leave, an officer ceases to belong to the public service.

1. A Statutory Civil Servant who takes leave other than Privilege leave or Examination leave has no claim to return to the particular appointment from which he took leave.

Section 11—The procedure upon application for leave is that prescribed in Part IX.

Chapter XXVII.—Ecclesiastical Officers

Section I.—Bishops.

567 The leave of absence of the Bishops of Calcutta, Madras, and Bombay is regulated by the following Statutory Rules made under Royal Warrant, dated 4th November 1884, under Statutes 34 and 35 Vict., Cap. 62, and amended by Royal Warrants, dated 28th July 1888 and 11th February 1901.

A B—[The italicised headings are introduced merely to facilitate reference and are not in the Statutory Rules.]

Statutory Rules

1 Bishops may be allowed leave of absence either on medical certificate or on furlough.

Leave on Medical Certificate

2 The amount of leave of absence on medical certificate admissible to a Bishop is limited to two years.

3 Subject to the limitation in Rule 2, leave of absence may be granted to a Bishop upon medical certificate for a period not exceeding one year. Leave so granted may be extended upon medical certificate to any period not exceeding eighteen calendar months.

Furlough

4 The amount of furlough earned by a Bishop is one eleventh of the time during which he has been on duty, and the furlough due is the amount earned diminished by the amount taken.

service to be granted furlough for not more than six months on urgent private affairs if that amount of furlough is due to him.

6 *Cancelled*

Extraordinary Furlough

6A The Governor General in Council may grant furlough when not otherwise admissible under the rules for a period limited to three months, to the Metropolitan, or, on the recommendation of the Metropolitan and with the concurrence of the Government of Madras or Bombay, as the case may be, to the Bishop of Madras or Bombay.

The grant of such extraordinary furlough will be subject to the limitation that no further expenditure of the revenues of India be thereby entailed, and to the following conditions —

- (a) That the purpose for which the leave is granted shall be specified in the Gazette Notification granting it,
- (b) That a second or subsequent period shall in no case be granted unless 33 months' active service has been rendered after the last preceding period.

6B Extraordinary furlough under Rule 6 A may be preterred or added to ordinary furlough subject to a maximum limit for the combined leave of six months in all

7 Furlough and leave on medical certificate cannot be taken in continuation of each other; but furlough granted under these rules may be retrospectively changed into leave on medical certificate

Acting Allowance of Locum Tenens

7A A Bishop on long leave in Europe must, if the leave was granted or has been granted, return to duty, but, if he is unable to do so, he may, if he is within 90 miles from the place where he is required to return, be accepted. On the required evidence of his return, the Bishop will receive from the India Office permission to return to India.

Absentee Allowance

9 A Bishop while absent upon furlough or upon leave on medical certificate is entitled to full pay less Rs. 500 a month, but not to any other allowances

No. 385.

Page 155. Chapter XXVII.

Insert the following as a new Article 567-A :—

567-A. A Statutory Bishop who at the time of his appointment as such was a member of any of the Government services in India and had at his credit furlough without medical certificate under the rules applicable to the service in which he was appointed, shall be entitled to such furlough for a period of six months in all, subject to the conditions that the furlough shall be granted on the actual

(5th Edition, No. 335, dated the 1st December 1913)

and Functions appertaining to the See of Calcutta during the vacancy of the See by the demise of the Bishop thereof for the time being, or otherwise, is entitled to the full pay fixed for the office, viz., Rs. 3,831-6-8

Part V.

Section 9—An officer who has reached the age of 55 years is not eligible for any leave, except Privilege leave. Leave other than Privilege leave, granted to an officer before his fifty fifth birthday cannot extend beyond that date.

Section 10—If an officer is absent without leave, or remains absent after the end of leave (excepting Privilege leave in which case a week's grace is allowed), he vacates his appointment, after five years' continuous absence from duty, whether with or without leave, an officer ceases to belong to the public service.

1 A Statutory Civil Servant who takes leave other than Privilege leave or Examination leave, has no claim to return to the particular appointment from which he took leave.

Section 11—The procedure upon application for leave is that prescribed in Part IX.

Chapter XXVII.—Ecclesiastical Officers.

Section I.—Bishops.

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N.B.—[The italicised headings are introduced merely to facilitate reference and are not in the Statutory Rules.]

Statutory Rules

1 Bishops may be allowed leave of absence either on medical certificate or on furlough.

Leave on Medical Certificate

2 The amount of leave of absence on medical certificate admissible to a Bishop is limited to two years.

3 Subject to the limitation in Rule 2, leave of absence may be granted to a Bishop upon medical certificate for a period not exceeding one year. Leave so granted may be extended upon medical certificate to any period not exceeding eighteen calendar months.

Furlough

4 The amount of furlough earned by a Bishop is one eleventh of the time during which he has been on duty, and the furlough due is the amount earned diminished by the amount taken.

5 A Bishop may be granted furlough for not more than six months at a time, provided it is due, and provided also that he has not been absent on leave on medical certificate for thirty three calendar months and that for twelve calendar months he has not been absent on furlough. But the second proviso may be waived so as to allow a Bishop once in his service to be granted furlough for not more than six months on urgent private affairs if that amount of furlough is due to him.

Cancelled

Extraordinary Furlough

6A The Governor General in Council may grant furlough when not otherwise admissible under the rules for a period limited to three months, to the Metropolitan, or, on the recommendation of the Metropolitan and with the concurrence of the Government of Madras or Bombay, as the case may be to the Bishop of Madras or Bombay.

PART V.

charge of his office but he must not assume charge before the despatch from the Secretary of State appointing him is received in India. Residence includes besides time spent on duty—

(i) Privilege and Subsidiary leave

(ii) Time passed out of employ in India otherwise than on leave

(b) 'Service' includes "Residence" and also all time spent on leave of any description but no time before the beginning of 'Residence'.

No. 254.

Pages 156 and 157 Article 573

Substitute the following for this article —

573 (a) Residence (or Active Service) is reckoned, in the case of a Chaplain appointed in England, from the date of his arrival in India, and in the case of a Chaplain appointed while resident in India from the date on which he takes charge of his office, but he must not assume charge before the despatch from the Secretary of State appointing him is received in India. Residence includes, besides time spent on duty,—

~~leave.~~

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each instance is to be made to the Bishop or Chaplain is attached. In the case of the Church of India and report of arrival is made to the Presidency Senior Chaplain of the Presidency to which the Chaplain is appointed.

Probationers

576 A Chaplain serves on probation for three years at the end of which he is if reported fit by a Medical Board in India and considered qualified by the Bishop of his Diocese (in the case of the Church of Scotland by the Presidency Senior Chaplain of the Presidency) confirmed as a Junior Chaplain. Time spent in India on service under the Additional Clergy Society or on other approved service may be included in the period of probation. Probationary service which is passed under the Government counts in all cases towards leave and gratuity and if the Chaplain was appointed after the 17th March 1892 it also counts towards pension. Probationary service, which is not passed under the Government, does not count towards leave or gratuity, but

No 4.

Page 158. Article 576

Insert the following at the end of the Note under this Article —

This condition does not apply in the case of the Church of Scotland Establishment
(5th Edit on No 4 dated 1710)

580 The amount of Furlough 'admissible' to a Chaplain is limited to six years. All the rules in this Section are subject to this limitation

581 The amount of Furlough 'earned' by a Chaplain is one fourth ~~of his term of office and in the case of Chaplains appointed before the 29th~~

No. 319

Page 158, Article 583 —

Substitute the following for clause (a) (iii) of this Article —

(iii) that an interval of not less than eighteen months has elapsed between his last return from privilege leave of over six weeks' duration, and the furlough or privilege leave if any, with which the furlough is combined. In the case of privilege leave combined with other leave which does not interrupt Continuous Service (Article 22), the period of eighteen months begins to run from the date subsequent to that of the end of the combined leave

(5th Edit on No 319 dated 5-6-13)

duration

(iv) that the whole number of Chaplains absent on Furlough and Special leave do not exceed the limit appointed by the Government of India. Except on medical certificate or on very urgent private affairs Furlough or Special leave may not be granted to a Church of England Chaplain if twenty per cent of the whole number of Chaplains belonging to his Diocese (or to a Church of Scotland Chaplain if twenty per cent of the whole number of Chaplains belonging to his Presidency) are already absent on Furlough or Special leave. The Bishop of Calcutta will report to the Government of India when the limit is reached and the Bishops of Lucknow Lahore or Rangoon as the case may be to their respective Local Governments. In the case of the Church of Scotland the Presidency Senior Chaplain Bengal Presidency will report to the Government of India and the Presidency Senior Chaplains of Madras and Bombay to their respective Governments

(b) Furlough taken under this Article may, on medical certificate, be extended to not more than three years

(c) The Furlough of a Chaplain is strictly limited to a period of three years at one time, and cannot be extended even without allowances. But the Secretary of State reserves to himself the power of allowing a Chaplain to remain in Europe beyond three years, should special and exceptional circumstances require it

584 (a) To a Chaplain who has not rendered three years' Continuous Service, Furlough may be granted on medical certificate as follows —

(i) if the Furlough due exceeds a year—to the extent due, not exceeding two years,

(ii) if the Furlough due does not exceed a year—for not more than one year

(b) Furlough granted for less than two years under clause (a) (i), or less than one year under clause (a) (ii) may, on medical certificate, be extended to the extent of the Furlough due not exceeding two years, or to one year, respectively

Furlough Allowances

585 (a) A Chaplain on Furlough is entitled to allowances as follows —

	Ordinary Furlough £	Other Furlough £
Archdeacon of Calcutta Madras, or Bombay, and the Presidency Senior Chaplain of the Church of Scotland at the same places	600 a year	480 a year
Senior Chaplain	500	384 „
Junior Chaplain	350	300 „

An Archdeacon of Rangoon or Lahore draws no extra furlough allowance by reason of his office as Archdeacon

NOTE 1 —[A Junior Chaplain appointed a Senior Chaplain while on furlough is entitled to the higher furlough allowance specified in this Article from the date of such appointment]

NOTE 2 —[A Chaplain on probation while on furlough is entitled to the same furlough allowance as a Junior Chaplain]

(b) To a Chaplain proceeding on Furlough to England (not combined with privilege leave), an advance of the first quarter's allowances may be made, which advance is not recoverable in the event of his death

(c) Ordinary Furlough includes—

(i) the first two years of each separate period of Furlough under Article 583,

(ii) so much of Furlough under Article 584 as may be due. Provided that the Chaplain has rendered six months' Continuous Active Service

A Chaplain on Furlough or Special leave does not forfeit his past leave allowances by resigning the service without returning to India

586 A Chaplain returning from Furlough out of India is not granted an advance of allowances for more than thirty five days beyond the date of embarkation for India

Special Leave.

587 Special leave on urgent private affairs may be granted at any time for not more than six months

Provided that a Chaplain who has had Special leave must render six years' Active Service before he can again have such leave

588 For the first period of a Chaplain's Special leave he is entitled to the leave allowance admissible during ordinary Furlough. In subsequent periods he is entitled to no leave allowance

Subsidiary Leave.

589 The Subsidiary leave of a Chaplain and the beginning and ending of his Furlough and Special leave are regulated by the rules in Chapter XIII

590 A Chaplain on subsidiary leave is entitled to the same allowances as during the leave to which it is subsidiary

591 A Chaplain may draw allowances as if he were on Privilege leave, for any part of his Subsidiary leave, for which, if he were not retiring from the service or going on furlough or on special leave, privilege leave would be admissible to him

Privilege Leave and Extraordinary Leave

592 Privilege leave may be granted—

(a) to a Chaplain appointed on or after the 29th July 1906, under the rules in Chapter XII

(b) to a Chaplain appointed before the 29th July 1906, as follows —

(i) After five months' uninterrupted duty,—for not more than one month

(ii) After ten months' uninterrupted duty,—for not more than two months

(iii) After fifteen months' uninterrupted duty,—for not more than three months

NOTE.—[Time spent by a Chaplain in Kashmir under Foreign Department Order No. 84, dated 13th March 1867, counts as time spent on duty, except for the purposes of this Article]

593 Privilege leave to the amount due may be prefixed as such to Furlough, Special leave on urgent Private Affairs, and Extraordinary leave without allowances, under the conditions prescribed in Article 233. Provided that when Privilege leave is so combined, the amount of the Privilege leave due shall be calculated under the rules in Chapter XII

594 In applying for Privilege leave, a Chaplain must, except when the leave is combined with other leave under Article 593, record the declaration prescribed in Article 826

1 An officer who has been granted privilege leave in combination with other leave is not permitted to resign the service until a period of at least six months has elapsed from the beginning of his combined leave

Add the following at the end of this Article —

, but during privilege leave taken in combination with furlough or other long leave he is not entitled to house rent

(5th Edition No 350 dated the 10th June 1915)

leave may draw his Special Allowance (see Art 571) & if an Archdeacon or Presbytery Sen or Chaplain of the Church of Scotland may not during Privilege leave draw his Special allowance.

Substitute the following for this Article —

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ment
or of

the Government of India according as his leave is taken out of or in India

(b) Should he, after duly obtaining such permission, accept a benefice, his Indian appointment will be deemed vacant on the expiry of his leave which may have been granted to him. If he desires to retain his Indian resignation the benefice after State and of the Bishop is doing so. No extension of leave will under any circumstances be granted to a chaplain drawing leave or furlough allowances who has accepted a benefice in the United Kingdom, unless he has resigned the same before the expiry of such leave or furlough with the consent before mentioned.

NOTE—In applying these orders in the case of a chaplain of the Church of Scotland the word Presbytery should be substituted for the words Bishop of the Diocese in the fifth line (5th Edition No 213 dated 7/10/11)

599 Chaplains are entitled to pension according to the following scale —

Gratuity and Pension on Medical Certificate.

Chaplains appointed before 17th March 1892

Chaplains appointed after 17th March 1892

	Per annum
	£ s d
Seven years residence and over	127 15 0
Ten years residence and over	173 7 6
Fifteen years residence and over	292 0 0

	£ s d
Under ten years residence for each completed year a gratuity of	80 0 0
	Per annum
	£ s d
Ten years and over a pension of	127 15 0
Thirteen years and over a pension of	173 7 6
Eighteen years and over a pension of	292 0 0

Retiring Pension

Chaplains appointed before 17th March 1892			Chaplains appointed after 17th March 1892		
		Per annum			Per annum
After 17 years' residence and 20 years' service .	£	s d	After 20 years' re sidence and 23 years service	£	s d
	365	0 0		365	0 0

NOTE — (a) Gratuities are subject to a maximum of £800 and a minimum of £200

(b) The invalid pensions of £127 15 0 and £173 7 6 a year are admissible only after a trial of a temperate climate and upon a certificate from the Medical Board attached to the India Office that the officer is permanently unfit to serve in India

599A A non statutory Bishop of Lahore, Rangoon, Lucknow or Nagpur, not borne upon the ecclesiastical establishment previous to appointment shall be entitled to reckon as residence and service qualifying for retiring pension (but not for invalid pension) the number of completed years by which his age may at the time of appointment have exceeded 30 years, subject to the proviso that five years shall be the maximum period which can be so added

Compulsory Retirement

600 A Chaplain must retire after twenty five years' service, unless specially exempted by the Secretary of State, on the recommendation of the Governor General in Council, or if he belongs to the Madras or Bombay Establishment, of the Governor in Council of his Presidency

Leave after Completion of Period of Service

601 No leave, other than Privilege leave under Article 592, may be granted to a Chaplain who has completed twenty five years' service Leave other than Privilege leave granted to a Chaplain before completion of twenty-five years' service ceases to have effect on such completion

NOTE — Articles 600 and 601 do not apply to the Bishops of Lahore Rangoon Lucknow and Nagpur (See Article 570)

Section IV.—Ministers other than Chaplains.

602 A Clergyman appointed under the orders of the Government to perform the duties of a Chaplain on the regular establishment is entitled to an allowance of Rs 100 a month

603 The allowances of a Clergyman (whether of the Additional Clergy Society or any other recognised Society) are regulated by the Local Government within an annual grant for each Government

PART V.

Chapter XXVIII—Military Officers. (1)

Section I.—Pay, Allowance, and Leave Rules.

Page 163. Article 605.

Insert before Note 1 the following Exception under this Article:—

Exception.—A Local Government cannot grant furlough or leave under the Military leave rules to a Military officer, who has no substantive appointment in the Civil Department but is holding only a temporary or officiating appointment in that Department, unless it is prepared to re-employ him immediately on the expiry of his furlough or leave.

(5th Edition, No. 180, dated 1911)

Military Officer subject to the Military Leave Rules carries with it the grant of subsidiary leave under the provisions of Article 322.]

606 A Local Government may also grant Short Leave (under Civil or Military rules, as the case may be) to a Military Officer subject to the Military Leave Rules.

NOTE 1.—[This Article also applies to officers of the British Service employed in a Civil Department in India.]

Page 163. Article 607.

Substitute the following for the rule under this Article:—

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y have

(5th Edition, No. 180, dated 1911)

mental Officer or Warrant Officer, except under Article 606.

tenable for 12 months provided that the department employing him certifies that there is a fair likelihood of his being brought on the permanent establishment of that department; otherwise he must immediately be returned to his regiment.

An officer so seconded must either return to his regiment at the end of five years, or be struck off its strength on retention in a department for any period beyond that term—Indian Army Circulars, Military Department, No 1451, dated 20th October 1880)

609 The allowances of a Military Officer subject to the Military Leave Rules during Subsidiary leave are regulated as if he were subject to the Civil Leave Rules. Provided that—

- (i) If under the action of the Leave Rules such an officer has lost his lien on his appointment, he draws allowances under Military Leave Rules during his Subsidiary leave
- (ii) His allowances on Subsidiary leave must not be less than his allowances during the Furlough to which the leave is subsidiary

NOTE.—[The subsistence allowance of a Military Officer subject to the Military Leave Rules is that prescribed in Article 108 (b)]

610 Subsidiary leave preparatory to his retirement from the service may be granted to a Military Officer subject to the Military Leave Rules, provided such leave does not vitiate his claim to retire on the date fixed

611 Whenever the Furlough of a Military Officer subject to the Military Leave Rules begins before embarkation or ends after disembarkation, the Audit Officer should inform the Government of India in the Military Department, and the account officer in charge of the officer's record of pension service of the date on which it begins or ends

Section II.—Compulsory Retirement from Civil Employ.

Ordinary Rules

612 (a) A Military or Naval Officer in Civil employ, after attaining the age of fifty five years, shall not, except for special reasons, with the sanction of the Secretary of State, retain his office or be appointed to any new office. Provided that if such an officer has held his office for less than five years, he may for special reasons, with the sanction of the Government of India, be permitted to retain his office until he has held it for five years. The term "office" in this Article includes an officiating appointment, and the currency of the period of five years is not interrupted by any subsequent temporary promotion to a higher appointment

NOTE.—[When the sanction of the Secretary of State is required to the extension of the term of service of a Military Officer in Civil employ after attaining the age of 55 years it should be obtained previous to the event. Sufficient notice must therefore always be given to the Government of India in such cases to admit of a timely reference being made to the Secretary of State]

(b) The period of five years begins from the date on which the officer first takes up the office, whether substantively or temporarily. Provided that, if temporary, he is confirmed without reverting to his substantive appointment, but the currency of the period is not interrupted by any subsequent temporary promotion to a higher appointment

Exception.—Medical Officers of the Administrative grades—namely, Surgeon Generals and Colonels—are not compelled to retire from the service until they attain the age of 60 years

613 The undermentioned officers cease to be in Civil employ on attaining the age of 55 years —

(a) Military Officers in the Survey of India, unless specially permitted by the Secretary of State, in the interests of the public service, to remain in the department for a further definite period,

(b) Officers of the Indian Medical Service below the rank of Colonel except Lieutenant Colonels who are granted extensions of service beyond the age of 55 years until they complete 30 years' service,

(c) Departmental Officers and Warrant Officers

614 On succession to the Colonel's allowance, a Military Officer (not holding an appointment the tenure of which is limited to five years) must vacate any Civil appointment which he then holds. But, with the sanction of the Secretary of State in Council, he is eligible for re-appointment or for employment in the same or any other appointment, at the discretion of the Government of India in the Military Department. In such a case, his Civil pay will be reduced by the amount of his Colonel's allowance, which will be included in, and not given in addition to, his consolidated salary.

Public Works Department.

615 A Military Officer in the Public Works Department or in the Engineering Department of State Railway, who on reaching the age of 50 years has not attained the rank of Superintending Engineer, will be liable to be called upon to vacate his appointment.

616 Military Officers in the Public Works, Railway and Telegraph Departments cease to be in Civil employ on attaining the age of 55 years.

617 A Military Officer serving in the Public Works or Railway Department must vacate absolutely any appointment he may hold in that Department on succession to the Colonel's allowance.

618 *Omitted*

619 (a) Article 616 applies to officers of Royal Engineers serving in the Public Works Department.

(b) Officers who have attained or hereafter may attain must vacate their appointments in the Public Works and Railway Departments. But if an officer at the time of so vacating office is a Chief Engineer, 1st class, or holds a post carrying that rank, he may be continued in the position which he had been required to vacate, for the remainder of the term of five years referred to in clause (c), unless in the meantime he must vacate office by some other regulation. Officers of the Royal Engineers holding rank below that of Chief Engineer, 1st class, vacating office under this rule are not ordinarily eligible for re-appointment to the Public Works or Railway Department, but exceptions to this rule may, at the discretion of the Government of India, be made in the case of officers who, on account of specially accelerated Military promotion for distinguished service in the field have reached the rank of Major General without attaining the departmental rank of Chief Engineer, 1st class.

(c) No Chief Engineer of the Corps of Royal Engineers shall, without re-appointment, hold the same post for more than five years.

(d) The foregoing rules are applicable to officers of Royal Engineers who hold the post of Secretary or of Deputy Secretary to the Government of India in the Public Works Department.

NOTE.—The period of five years referred to in clause (c) begins to run from the date on which the officer first becomes entitled to draw the full pay of the appointment whether holding the appointment substantively or only in an officiating capacity provided that, if officiating he is confirmed in the appointment without a break of service.]

Leave after Completion of Period of Civil Employ.

620 (a) No leave but privilege leave may be granted to a Military Officer in Civil employ, whether subject to the Civil or Military Leave Rules, or to any Naval Officer who is more than 55 years old. Any leave, other than privilege leave, granted in the Civil Department to a Military or Naval Officer in Civil employ before he is 55 years old ceases to have effect on his fifty-fifth birthday, on which date he reverts to Military employ. The absentee allowances of a Military Officer in Civil employ on leave other than privilege leave become a Military charge, and he becomes subject to Military Rules on his fifty-fifth birthday, whether his leave was granted in the Military or the Civil Department.

NOTE.—In the case of a Military or Naval Officer in Civil employ, who reverts to Military employ under the operation of the rules, in this section, privilege leave cannot be granted at the end of his service in the Civil Department for any period which will expire within the three months previous to his reversion.

(b)
namely,
may be,

Chapter XXIX.—Civil Veterinary Department.

NOTE.—[The rules contained in this chapter apply only to those officers of the Civil Veterinary Department who were transferred to it from the Army Veterinary Department.]

Acting Allowance and Leave Rules.

621 Officers officiating in the Department draw the pay of their Military rank *plus* half the Civil allowance attached to that rank.

622 The leave and leave allowances of Civil Veterinary Officers are regulated by the rules in Chapter XIII applicable to Military Officers subject to the Civil Leave Rules, with the following special conditions—

(a) Officers on ordinary furlough draw half the pay of their Military rank *plus* half their Civil allowances.

(b) Civil Veterinary Officers are treated in applying the rules mentioned, as if they had, before entering the Civil Department, been subject to the leave rules for the Staff Corps (1886) from the date of their arrival in India.

NOTE 1.—[For the purposes of this rule, the date of arrival in India must be held to be the date of arrival on the last tour of service.]

Pension Rules

623 The pension rules of the Civil Veterinary Department are as follow:—

(a) No officer becomes qualified for pension under the scale fixed for the Department until he has rendered ten years' service in it.

(b) Pensions are granted at the rates prescribed for the Army Veterinary Department by the Army Regulations in force for the time being plus an addition made on the following scale —

	£
After 10 years' service in the Civil Veterinary Department	72 a year
" 15 " " " "	96 "
" 20 " " " "	120 "

(c) Leave, apart from privilege leave, counts as service qualifying towards pension to the extent of two months for every year of actual service

(d) Retirement is optional after twenty years' service and allowed on medical certificate after fifteen years' service. An officer, other than the Inspector General, who resigns the Civil Veterinary Department before retirement, forfeits all claims to pension under the scale fixed for the Department

The pension of the Inspector General, if he has qualified under clause (a), is at the rate of £700 a year after three years' tenure of office. Should an officer have completed five years' tenure of the post of Inspector General before having rendered ten years' service in the Department, he is eligible for a pension of £600 a year

Officers retiring before having completed ten years' service in Civil employ are dealt with under Military rules for pension or gratuity. In the case of an officer invalided before completing ten years' service in the Civil Veterinary Department, the gratuity or pension earned by him under Military rules is increased in the same proportion as the total Civil allowances bear to the total Military allowances earned by him during his period of service in India

NOTE.—[Previous service in an appointment absorbed in the Civil Veterinary Department counts as service rendered in that Department for the purposes of this rule]

624 The rules in Chapter XXVIII relating to the retirement of Military Officers in Civil employ upon attaining the age of 55 years apply to Army Veterinary Officers in the Civil Veterinary Department

625 *Cancelled*

Family Pensions

626 The family of a Civil Veterinary Officer recruited from the Veterinary Staff of the Army are eligible for pension under the provisions of the Royal Warrant, "Pay and Non effective Pay," applicable to the families of Army Veterinary Officers

Chapter XXX—Civil Engineers and Telegraph Officers

Section I—Pay and Leave Allowances.

627 The rules in this Chapter apply, to the extent stated in the several Articles, to the following officers —

(a) Officers of the Public Works Railway and Telegraph Departments appointed from the Royal Indian Engineering College at Coopers Hill

- (b) Stanley Engineers
- (c) Other Civil Engineers and Telegraph Officers appointed by the Secretary of State
- (d) Indian College Engineers appointed in India
- (e) Other Civil Engineers not of purely Asiatic descent appointed in India

NOTE.—[Section III of the Chapter applies not only to the Civil Engineers and Telegraph officers enumerated in the Article but also to the following classes —

- (a) Superior Civil officers of the Telegraph Department not included in clauses (a) and (c),
- (b) Civil Engineers of the class described in clause (c) who are of pure Asiatic descent]

Commencement of Service

628 If a Coopers Hill Engineer lands in India on or before the 1st December of the year in which he passes out of College, his service counts from the preceding 1st October, unless another date should be specified in his letter of appointment.

629 If a Coopers Hill Engineer is, after completing his three years' residence at College, required to go through a course of practical engineering in England under a Civil or Mechanical Engineer, his service, unless another date should be specified in his letter of appointment, will reckon from the commencement of the practical course, or from such later date as will be consistent with the regulation that he may count as service towards pension the time spent on such practical course to the extent of one year only.

630 The service of a Coopers Hill Engineer, whose case is not provided for in Article 628 or 629, and who does not land in India by the 1st December, and that of any other Civil Engineer appointed by the Secretary of State, counts from the date on which he lands in India.

631 The service of an officer appointed, to the Telegraph Department after training or competitive examination, by the Secretary of State, begins as follows —

- (i) If appointed after competitive examination, from date of covenant
- (ii) If appointed after training at Coopers Hill from date of sailing of vessel selected by the Secretary of State, or 1st October in the year of passing out of the College, whichever is named in his letter of appointment, provided that he reaches India within two months of that date or other approximate date named in his letter of appointment, otherwise from date of arrival in India.

632 The service of an officer appointed in India begins ordinarily from the date on which he takes charge of the office to which he is first appointed.

Rules regarding Pay and Allowances and Leave

633 Unless there be something repugnant in the subject or context, the rules in Part II govern the pay and allowances of officers to whom the

rules in this Chapter apply, the acting allowance rules applicable to them being those in Chapter VI

634 The Civil Engineers and Telegraph Officers whose leave is regulated by the European Service Leave Rules (Chapter XIII) are enumerated in Article 297, clauses (c) and (e). The leave of all other officers is regulated by the Indian Service Leave Rules (Chapter XIV)

Section II—Pension Rules

635 The rules in this Section apply to all officers of the classes described in clauses (a) to (c) of Article 627

NOTE.—[The rules in Article 613 apply to classes of officers of the Public Works Railway and Telegraph Departments.]

636 The pensionary claims of Indian College Engineers and of other Civil Engineers (whether of purely Asiatic descent or not) appointed in India, and of Telegraph Officers not included under clauses (a) and (c) of Article 627, are governed by the ordinary rules in Part IV. But in the case of officers of this class who may rise to the rank of Superintending Engineer, or in the Telegraph Department, of Superintendent, 1st grade, or in the Indo European Telegraph Department, of Director, the Government of India will be prepared to consider favourably their admission to the pension rules, including those contained in Article 642, applicable to the officers specified in Article 635

Provided that Civil Engineers and Telegraph Officers who are members of the Provincial Services of the Public Works Railway and Telegraph Departments are not eligible for the concession described in this Article

1. The concession made under this Article do not affect the operation of the rules which determine the age from which qualifying service begins

637 The Government of India may, on special grounds, recommend for sanction of the Secretary of State the grant of an invalid pension on the scale below to an officer belonging to the classes referred to as appointed in India in Article 627, provided that he be not of purely Asiatic descent. This Article does not apply to officers of the Provincial Service

Not less than Rs 1 000 or more than Rs 2,000 a year —

If the qualifying service of the officer be not less than—

Forty-fifth part of the officer's Average Emoluments

10 years	10
11 "	11
12 "	12
13 "	13
14 "	14

638 Unless there is something repugnant in the subject or context the rules of Part IV apply to officers defined in Article 635, but they are modified in the points noted in the following Articles

639 The rule which excludes service under the age of twenty years does not apply to the officers defined in Article 635 or to Indian College Engineers

640. Privilege leave and Subsidiary leave count as service Other leave counts to the extent stated in Article 408

641. The following special scale of pensions is admissible to the officers defined in Article 635 —

(a) After a service of less than ten years, an invalid gratuity on the scale laid down in Article 474 (a)

(b) After a service of not less than ten years, an invalid pension not exceeding the following amounts —

Years of completed service	Scale of Pension			Maximum limit of Pension.	
	20 sixtieths of Average Emoluments			Rs	Rs
10	20	20	20	1 000	a year or 83½ a month
11	21	21	21	1,400	" 116½ "
12	22	22	22	1,800	" 150 "
13	23	23	23	2 200	" 183½ "
14	24	24	24	2,600	" 216½ "
15	25	25	25		
16	26	26	26		
17	27	27	27	3 000	" 250 "
18	28	28	28		
19	29	29	29		

(c) After ■ service of not less than twenty years, a retiring pension not exceeding the following amounts —

20 to 24	} 30 th Sixtieths of Average Emoluments	4 000 a year or 333	a month
25 and above		5,000	416

Special Additional Pensions.

642 One or other but not both of the following special additional pensions over and above those allowed in Article 641 may be granted by the Local Government to officers of the classes specified in Article 635, limited in the case of the Engineer Establishment to those appointed not later than 1898 and of the Telegraph Department to those appointed not later than 1897, as rewards of approved service in the responsible positions mentioned below —

Fr's (a) Additional pensions of Rs 2,000 per annum to those who have served three years as—

- (i) Chief Engineers, or officers who may have been graded as such
- (ii) Director General, or Deputy Director-General of Telegraphs
- (iii) Managers, North Western, Oudh and Rohilkhand and Eastern Bengal State Railways

17 years,
may,
bears
vice in

(b) *Additional pensions of Rs 1,000 per annum to those who have served three years as—*

- (a) Director of Construction; Director of Traffic, Deputy Director of Construction; Deputy Director of Traffic, or Chief Superintendent in the Indian Telegraph Department

(iii) Directors of the Persian and Persian Gulf Telegraphs in the Indo-European Telegraph Department.

Not of the elements or to the Government of equiv- Nor Departm under Article 643]
 Not of the elements or to the Government of equiv- Nor Departm under Article 643]
 Not of the elements or to the Government of equiv- Nor Departm under Article 643]

642 are not admissible, the following special additional pensions may be allowed by the Local Government:—

Additional pensions of Rs. 1,000 per annum to those who have rendered not less than three years of effective service in the following appointments, provided that in each case during such service the officer has shown such special energy and efficiency as may be considered deserving of the concession. In the case of officers entering Government service after the 31st December 1903, the grant of the additional pension is subject to the further condition that they must, in the event of voluntary retirement, have completed twenty-eight years of qualifying service. Voluntary retirement for the purpose of this rule should be taken as retirement under Articles 464 and 465.

Secretary to the Government of India, Public Works Department.

No. 339.

Page 171, Article 643—

Delete the entry "Officers graded as Chief Engineer in foreign service" under this Article.

(5th Edition, No 339, dated the 2nd February 1914)

Bombay (2)	Ditto	ditto	ditto	ditto
Rengal (2)	Ditto	and Secretary, Buildings and Roads Branch	and Irrigation Branch.	
United Provinces (2)	Ditto	and Secretary, Buildings and Roads and Irrigation Branches.		
Punjab (3)	Ditto	and Secretary, Buildings and Roads Branch, and Chief Engineer and Secretary and Chief Engineer	Secretary, Irrigation Branch.	
Burma (2)	Ditto	and Secretary, and Chief Engineer and Joint Secretary, Public Works Department		
Eastern Bengal and Assam (1)	Ditto	ditto	Public Works Department	

Director-General of Telegraphs and Railways

No. 5.

Page 172 Article 643.

For the entry "Deputy Managers, Traffic Superintendents State Railway Revenue Establishment" under this Article substitute the following:—

"Traffic Superintendents, Locomotive Superintendents and Deputy Managers in Class 1 of the State Railway Revenue Establishment on pay exceeding Rs. 1,500 a month"

(11th Edition No 5, dated 1710)

644 (a) An officer who holds a qualifying appointment sustains all active service, whether in the appointment or on deputy special duty, and also periods of privilege leave taken by him during incumbency of the appointment. Periods of leave, other than privilege leave, do not count.

(b) All officiating and temporary service counts, except periods which an officer officiates for another absent on privilege leave

645 The following officers of the Indo-European Telegraph Department are subject to the pension rules in this Section for officers Public Works Department —

LEACH, E A

KELLY, J H C

1 Officers of the Indian Telegraph Department, who may be transferred to European Telegraph Department, retain the pensionary privileges of their own department

Section III—Compulsory Retirements

646 The tenure of the appointment of Director General of Telegraphs is limited to five years. Extensions of this term can be sanctioned by the Secretary of State alone.

647 No Chief Engineer of the Engineer Branch of the Public Works or Railway Department, nor any officer of corresponding rank in the Superior Revenue Establishment of State Railways or in the Superior Accounts Establishment of the Public Works Department, nor any officer holding the office of Secretary or Deputy Secretary to the Government of India in the Public Works Department, can, without re-appointment, hold the same post for more than five years.

NOTE.—[The period of five years referred to in Articles 646 and 647 begins to run from

648 The following rules apply to officers, whether Civil or Military, holding the appointments enumerated below —

Secretary to the Government of India, Public Works Department

Accountant General, Public Works Department

Chief Engineers, Class I, who have held one appointment with that rank for five years continuously

Director General of Telegraphs

(1) An officer who is granted a special extension of time in any high appointment in the Public Works, Railway or Telegraph Department, the tenure of which is limited by rule, shall not be allowed any leave during such extension except Privilege leave, and, should longer leave be necessary on account of ill health, urgent private affairs, or other cause, the extension shall, *ipso facto*, cease from the departure of the officer on such leave

(2) An officer who has served his full time in any of the above appointments, who is not given an extension, and for whom no other suitable appointment is available, or who vacates his appointment under rule (1), may be allowed any leave admissible under rule

(3) Appointments vacated under the above rules will be treated as substantively vacant from the date of commencement of furlough whether taken by itself or as combined leave

649 Any Civil Engineer of the Public Works Department or in the Engineering Department of State Railways who, on reaching the age of 50 years, has not attained the rank of Superintending Engineer, will be liable to be called upon to retire

650 All Civil Engineers in the Public Works and Railway Departments, Civilian Under and Assistant Secretaries in the Public Works Secretariat of the Government of India, or of a Local Government or Administration, and Civilians in the Superior Accounts Branch of the Public Works Department, in the Superior Railway Revenue Establishment, and in the Superior Establishment of the Telegraph Department, are required to retire on attaining the age of 55 years

NOTE—[The above rule is applicable to all Civilians of the several establishments named, whatever the source of their appointment may be]

Chapter XXXI.—Law Officers.

651 In this Chapter unless there is something repugnant in the subject or context the term "Law Officer" includes —

An Advocate General, a Standing Counsel, the Administrator General at Madras, an Official Trustee, an Official Assignee

A Receiver of a High Court, an Officer of a High Court who holds an appointment which by law can be held only by a Barrister

A Secretary in the Legislative Department to a Local Government

A Remembrancer or Deputy Remembrancer of Legal Affairs

Furlough

7 After four years' "Active Service," Furlough without pay, but with retention of appointment, may be granted for a period not exceeding one year.

Subsidiary Leave

8 In very urgent cases, Subsidiary leave of absence may be granted under Chapter XIII, provided that no excuse is caused by the grant of such leave

Commutation of Leave

9 Excepting Subsidiary leave, no kind of leave of any other kind can be changed for any

Commencement and Termination of Leave

10 If an officer who has obtained leave of absence makes over charge of his office day before he resumes charge

Leave Allowances

11 An officer while on leave under Rule 4, 5, or 6, is entitled to half pay. Provided that his maximum leave allowance shall be, if paid in India, Rs 833 a month, and if paid at the Home Treasury £250 a quarter

NOTE.—(An officer whose health is entitled should be subs

No. 338.

Page 175, Article 655—

Substitute the following for clause (b) (i) of Rule 13 under this Article:—

"(b) Provided that—

(i) The minimum salary of a Standing Counsel at Calcutta is Rs 1,000 a month, and that of Assistant Legal Remembrancer, Punjab, Rs 450 a month"

(8th Edition No 338 dated 2nd January, 1914)
Article:—

NOTE.—[The Government of India may, in special cases increase the allowance under this rule to an amount not exceeding the full pay of the appointment]

(8th Edition, No. 26, dated 1.10.10)

Officers paid by Fees

656 Leave may be granted under the rules in the preceding Article to a Law Officer who is paid by fees, whether his whole time be retained for the service of Government or not, on condition that he makes such arrangements for the performance of his duties as are satisfactory to the authority by which he is appointed, and on condition that, in case of his obtaining leave on private affairs under rule 6, the officiating officer shall receive the whole of the Fees attached to the office

Other Officers

657 An officiating Law Officer, who is not subject to the foregoing rules, draws, as acting allowance, the difference between the allowance attached to the appointment and the portion of it drawn by the absentee for whom he officiates. Provided the maximum salary (see Article 96) is not exceeded

Extraordinary Leave

658 Extraordinary leave under Article 332 may be granted to the officers in this Chapter

Chapter XXXII.—State Railway Establishments.

Section 1.—Revenue Establishments.

Classification of Service

659 In the State Railway Revenue Establishment the different classes of service are as follow —

(a) *Permanent pensionable*—that is, service in all permanent appointments made before 1st September 1881, and service of officers, such as Civil Engineers and members of the Engineer and Upper Subordinate Establishment, who may be transferred to the Revenue Establishment, as Managers, etc., even after 31st August 1881

The service of an officer in the Traffic Department (appointed before 1st September 1881), before he passed the test examination, does not qualify

NOTE 1—[If after 1st September 1881 it is considered advisable to employ on a State Railway any permanent servant of the State whose transfer is not covered by this clause, the case must be specially referred to the Government of India]

NOTE 2—[If after 31st August 1881 it is considered advisable to employ on a State Railway any permanent servant of the State whose transfer is not covered by this clause, the case must be specially referred to the Government of India]

(b) *Permanent non-pensionable*,—that is, service in all permanent appointments made after 31st August 1881, except as allowed for in clause (a)

(c) *Temporary*,—that is, service in appointments made from time to time for periods not exceeding twelve months according to the requirements of traffic

(d) *Special service*,—that is, service of engine drivers, firemen and mechanics, etc under covenant with the Secretary of State, or who on the expiry of the term of their covenant, have renewed their engagement under a covenant with the Government of India

660 A subordinate officer transferred before 1st September 1881 from the temporary to the permanent Revenue Establishment of a State Railway may, with the sanction of the Local Government, count towards pension the whole or a part of so much of his temporary service as immediately preceded his qualifying service, without interruption

Ordinary Leave Rules.

661 (a) Leave on medical certificate with half pay to the extent of sixty days in any calendar year may, in addition to any leave admissible under the Indian Service Leave Rules in Part III, be granted at the discretion of the Manager, to drivers and other subordinate employees of the State Railway Revenue Establishment, whose service is classed as *Permanent* "pensionable" or "non pensionable" under clauses (a) and (b) of Article 659, and who are not employed exclusively on indoor work, provided the illness has not been caused by the man's misconduct

(b) It may be granted without prejudice to Privilege leave and in continuation of Privilege leave, or *vice versa* (See also Rule 1 under Article 260)

(c) The leave thus granted is included in the leave to which the limit of three years prescribed in Article 336 applies

662 Leave to members of superior and subordinate State Railway Revenue Establishments classed as "pensionable" or "non pensionable" under Article 659, clauses (a) and (b) other than those referred to in the preceding Article, is governed by the ordinary leave rules for European or Indian Services (as the case may be) laid down in Part III

Special Service Leave Rules

663 Members of subordinate State Railway Revenue Establishments whose service is classed as "special" under clause (d) in Article 659, may be allowed leave as follows at the discretion of the Manager—

(a) Privilege leave on full pay to the extent of one month in twelve irrespective of the conditions laid down in Article 260 Any subordinate may, however, be permitted to exercise the option of allowing his privilege leave to accumulate up to three months under the usual conditions

(b) Leave on medical certificate on half pay to the extent of sixty days in one calendar year provided that the illness has not been caused by misconduct This leave may be granted without prejudice to privilege leave and in continuation of privilege leave or *vice versa* (See also Rule 1 under Article 260)

(c) In the case of deserving men the Manager may extend the leave on medical certificate admissible under clause (b) to a maximum of six months in one calendar year

664 The Manager may grant furlough according to the following scale to any of the officers mentioned in the preceding Article who can be conveniently spared —

(a) A first furlough for a period not exceeding—

12 months after 7 years' service

14 ditto 8 ditto

16 ditto 9 ditto

18 ditto 10 or more ditto

(b) A second or subsequent furlough for a period not exceeding—

6 months after 3 years' further service,

8 ditto 4 ditto

10 ditto 5 ditto,

12 ditto 6 ditto

14 ditto 7 ditto,

16 ditto 8 ditto

18 ditto 9 ditto

} dating from the expiration
of the previous furlough,
or sick leave

(c) The period of service upon which furlough may be granted is to be exclusive of time spent on leave of absence of any kind whatever except privilege leave. No second or subsequent furlough shall be granted till after a further actual service of three years commencing from the date of the expiration of the previous furlough and no single furlough shall be granted for a longer period than eighteen months

(d) An officer on furlough is entitled to half the substantive pay of his appointment, excluding all allowances, except personal allowances

NOTE.—[An officer compelled to take furlough or leave on medical certificate out of India owing to ill health is entitled to the benefits of Article 342. In applying that Article the term 'pay' should be substituted for 'salary']

(e) The service towards first or subsequent furlough is not cancelled by the grant of sick leave but an interval of three years of service must elapse between the return of an officer from sick leave lasting more than sixty days and the grant of any furlough that may be due to him

(f) When an officer has earned either first or subsequent furlough, if from any cause it may be found inconvenient to grant him the whole of the furlough earned, an instalment may be granted leaving the balance at his credit to be taken when convenient, subject, however, to the maximum limit of eighteen months prescribed above

Leave in Consequence of Accidents

665 To subordinates on salaries not exceeding Rs 250 a month, leave in India on full pay may be granted by Managers of State Railways in addition to any leave otherwise admissible for the period during which they may be absent from duty for medical treatment in consequence of accidents met with in the execution of duty, subject to a limit of six months and to record

in the minutes of official meetings. The period of absence is treated entirely as duty and does not interrupt privilege leave or deprive the absentee of any allowance of the character of salary or local allowance.

Labourers.

666. Labourers in State Railway workshops employed upon daily wages when temporarily absent from work in consequence of injuries sustained while on duty in workshops, etc., may, under the authority of the Managers of the State Railways concerned, be granted allowances, during their absence, as under, the amount not to exceed—

- (i) fifty rupees, (ii) one month's pay, (iii) (in cases where the absence is less than a month) the pay which the absentee would have earned during the period of leave if he were present on duty

Recovery of Advances.

667 (a) Advances whether made in India (*see Articles 61 to 66*) or by the Home Government should be recovered by monthly instalments of one-third salary except in the case of Covenanted Mechanics, Boiler Makers, etc from whom the recoveries shall be in monthly instalments of one sixth salary

(b) In the case of Covenanted Engine Drivers the recovery should be made in such a manner as will ensure their receiving in any month not less than Rs 25, exclusive of overtime or other allowances

Section II—Lower Subordinates and Office and Petty Establishments on Lines under Construction or Survey

668 Subject to the exception noted below, the service of all Lower Subordinates, Sub Storekeepers, and members of the Office and petty Establishment, appointed to or engaged for lines under construction or survey, on or after the 21st July 1880, is non pensionable

Exception—The pensionable service of officers who, before the 21st July 1880, were employed on railways under construction will continue to enjoy their pension if they were on that date engaged,

Section III.—Other Offices.

669 The services of all clerks appointed after the 31st January 1889 to all Consulting Engineers' and Port Store keepers' Offices, and of all Accountants and clerks appointed after the 16th July 1889 to any of the Offices of Examiners of Guaranteed Railway Accounts, do not qualify for pension unless transferred from a permanent pensionable post

No. 79.

Page 180 Article 670.

Substitute the following for this Article —

670. For the purposes of the Leave Rules, the pay of the several grades of the Service shall be taken to be as follows.—

Rs		Rs	
Branch Pilot	1,000 a month	1st Mate Leadsman	
Master Pilot	700 "	passed as Mate	
Mate Pilot appointed before		Pilot after 1st	
1st October 1894	450 "	September 1894 .	175 a month
Mate Pilot appointed with		1st Mate Leadsman .	160 "
effect from 1st October		2nd Mate Leadsman .	135 "
1894	400 "	Leadsman Appren-	107 "
		tice	

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(1st Edition No 79 dated 2-1-11.)

service, two years, and after every subsequent year an allowance of half the average pay for the last three years. Provided that no Furlough can be granted to an officer who has taken leave on medical certificate until three years after his return from leave on medical certificate, or to an officer who has taken privilege leave of over six weeks' duration until 18 months have elapsed between last return from such leave, and the furlough, or privilege leave, if any, with which the furlough is combined.

If a portion of an instalment is taken, the remainder may be added to any later instalment. Provided that not more than two years' furlough may be taken at one time.

NOTE.—[An officer compelled owing to ill health, to take leave out of India under Article 671, 672 or 673, is entitled to the benefits of Article 312. In applying that Article the word "pay" should be substituted for the word "salary".]

Leave on Medical Certificate

672 Leave on medical certificate may be taken to the extent of three years during the whole period of service, but not for more than two years at a time, and not more than twice out of India. Such leave cannot be taken for more than one year, except after three years' continuous service immediately preceding. Leave on medical certificate cannot be counted as service for furlough, and no leave on medical certificate can be taken while any furlough is due. An officer on leave under this Article is entitled to half his average pay for the first fifteen months of each period of such leave, but not for more than thirty months in all. For the rest of his leave under this Article he is entitled to a quarter of his average pay. The minimum furlough allowance during leave on medical certificate to the officer to whom any allowance is due shall be—

Rs

In the case of a Branch Pilot, Master Pilot, and Mate Pilot 100 a month.

In the case of a Mate Leadsman and Leadsman Apprentice 50 "

Special Leave and Extraordinary Leave

673 (a) Special leave on urgent private affairs may be granted at any time for not more than six months. Provided that an officer who has had Special leave must render six years' Active Service before he can again have such leave

(b) For the first six months for which an officer is on Special leave, whether the six months be included in the same leave or not, he is entitled to a leave allowance of half his average pay for the last three years

(c) Thereafter he is entitled to no leave allowance

674 Extraordinary leave may be granted under Article 332

Subsidiary Leave

675 Subsidiary leave on the terms and conditions prescribed in Articles 321 to 331 may be prefixed and affixed to furlough, leave on medical certificate, and special leave on urgent private affairs, taken out of India

Privilege Leave

676 (a) Privilege leave may be taken either under the ordinary rules or

(b) For a period of two months in every twelve, on half pay (which cannot be accumulated) on a medical certificate showing that the applicant requires through sickness more leave than he could take under the ordinary Privilege Leave Rules. When such leave is taken in extension of ordinary Privilege leave, the period of ordinary Privilege leave first taken under clause (a) must be commuted to double the period on half pay under this clause. Leave taken under this clause is reckoned as Active Service but it cannot be combined with other leave under Article 233, and if it is extended under medical certificate, the whole of the leave is treated as leave on medical certificate under Article 672

(c) The leave authorised in clause (b) may be taken in instalments, but a Pilot may not take leave under clause (a) either by itself or combined with other leave under Article 233 for eleven months after his return to duty from his last leave taken under clause (b)

Leave after Superannuation Age

677 A Pilot is eligible after he attains the age of 55 years for privilege leave and for any special leave on urgent private affairs to which he may be otherwise entitled. No leave, other than privilege leave or special leave granted to a Pilot before his fifty fifth birthday, has effect after that date

Section II — Pension Rules

Retiring Pension

678 After an actual service of thirty years in India a Pilot is entitled to a Retiring pension according to his rank, as follows —

Branch Pilot	Rs 200 a month
Any lower rank	100

Invalid Pension

679 Upon a certificate (in the form prescribed in Article 445 or 447 as the case may require) of incapacity for further service from the Medical Board at the India Office or from the Administrative Medical Officer in Calcutta or from a Medical Committee over which the Administrative Medical Officer should when practicable preside a Pilot is entitled to an Invalid pension according to his rank as follows —

Branch Pilot	Rs 200 a month
Master	100
Mate	60
Leadsmen Apprentices	30
{ (1) Appointed before 3rd Oct 1909 (2) Appointed on or after dtd	
A gratuity on the scale laid down in Article 474 (a)	

680 A Pilot retiring on an Invalid pension while absent on leave in England or in the Colonies will receive the pension of the rank which he held when his leave began unless he have been promoted within twelve months from that date in which case he will receive the pension of the rank to which he has been thus promoted

Superannuation Pension

681 A Pilot who has attained the age of 55 years may be required to retire unless the Local Government considers him efficient and permits him to remain in the service. But as the premature retirement of an efficient officer imposes a needless charge on the State the rule should be worked with discretion. A Pilot who has attained the age of 55 years may not at his option retire from the service on a Superannuation pension. In every case the question whether retirement should be allowed is one for settlement by the Local Government.

682 The scale for Superannuation pensions is the same as that laid down in Article 679 for Invalid pensions

Section III — Family Pension Rules

Contributions

683 (a) Members of the Bengal Covenanted Pilot Service other than those described in clause (b) must make the following monthly contributions towards the cost of pensions for their widows and orphans —

Branch Pilot	Rs 40	Mate Pilot	Rs 10
Master	20	Leadsmen Apprentices	1

(b) The Pilots whose names are entered below, by monthly contribution of Rs 16 each, secure for their widows pensions of Rs 100 a month, and full pension for their children —

Anderson G M	Hudson E F	Williams, W R
Christie, J	Raynor E T	

Amount of Pension

684 Pensions are granted to the widows of Pilots married before their husbands retired on pension from the Service at the following monthly rates —

		Rs		Rs
(i)	The widow of a Branch Pilot	100	The widow of a Leadsman	
(ii)	" " Master "	50	Apprentice	15
(iii)	" " Mate "	30		

685 Pensions are granted at the following monthly rates to the children of Pilots of all ranks by wives married before their husbands retired on pension from the service —

(a)	To each son until the age of fifteen years	Rs 12
(b)	daughter until the age of ten years	" 14
(c)	" " over the age of ten years until marriage	" 20

686 A wife married to a Pilot after his retirement on pension from active service and her children are entitled to no pension

Miscellaneous Rules

687 To entitle widows and orphans to pensions Pilots must forward to the Port Officer certificates of their marriage and of the births and baptisms of their children within a month of the date thereof Notices of death

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690 If a widow pensioner marries, her pension ceases during her coverture, but in the event of her again becoming a widow, she is readmitted to the pension to which she was entitled during her first widowhood unless her second husband was a member of the Pilot Service and at his death of a higher grade than her first husband, in which case she is entitled to the pension of the higher rank

691 No widow who may have been legally divorced or separated from her husband for adultery, or who, at the period of her husband's demise, may have quitted his protection and be living in a state of notorious adultery, though not divorced or separated from him by law, or who, after her husband's decease may be living in a notorious state of incontinence, and no female orphan living in such a state shall be entitled to receive, or continue to receive, any pension under these rules

Section IV.—Rate of Exchange for Pensions

692 (a) The pension of a Pilot who was in the service prior to the 30th August 1883 if drawn in England or in the Colonies, is payable at the rate of 1s 11d per rupee

(b) The pension of the family of a Pilot who was in service on the 15th September 1881, if drawn in England or in the Colonies, is payable at the rate of 1s 11d per rupee

(c) The pension of a Pilot or of the family of a Pilot, who was appointed to the service after the dates named in clauses (a) and (b), is payable at the rate of exchange fixed yearly for the adjustment of financial transactions between the Imperial and Indian Governments

Chapter XXXIV.—Port Blair Police.

Leave Rules

693 (a) Privilege leave on full pay may be granted to subordinate Police officers and men as under—

(i) Two months after thirty months' consecutive service

(ii) Three months after thirty six months consecutive service

(b) Such leave if taken to India, may be overstayed without forfeiture of pay by such period not exceeding eight days as may intervene between the end of the leave and the date preceding that on which the next mail steamer leaves Calcutta for Port Blair

(c) Privilege leave to the amount due may in the case of Inspectors be prefixed to furlough leave on medical certificate and extraordinary leave without allowances under the conditions prescribed in Article 233

694 (a) Inspectors may be granted furlough and leave on medical certificate under the Indian Service Leave Rules

(b) Officers of lower rank may after five years' continuous service in the Settlement be granted furlough on half pay for from four to six months according to the distance of the applicant's home from Calcutta. In the case of married men who have their families at the Settlement, furlough is given only in special cases at the discretion of the Superintendent

695 Extraordinary leave under Article 339 may be granted to all ranks

696 Policemen of all ranks below that of Inspector proceeding to India on leave of any kind are entitled to free passages both ways by sea, and Sergeants and Constables proceeding on furlough or leave on medical certificate are also entitled to free passages by rail to and from their homes

697 (a) Policemen proceeding to India on leave of any description should ordinarily be employed on the voyage in guarding transferred convicts

(b) On the expiration of their leave, they will report themselves to the Commissioner of Police, Calcutta, with a view to their employment as convict guards on the return journey

698 The total number of men on leave at one time from all causes other than privilege leave shall not exceed ten per cent of the Force

699 While ill in hospital at Port Blair or Nancowry, absentee allowances are granted as follows —

(a) Constables and Sergeants,—Full pay for so long as they may be in hospital

NOTE —[This concession does not interfere with the grant of any leave admissible under this section]

(b) Subadars and Jamadars and Inspectors,—In accordance with the Indian Service Leave Rules

700 During leave on medical certificate spent in India an absentee allowance is granted at the following rates —

(a) Constables —Subsistence allowance of Rs 6 a month

(b) Nails —Subsistence allowance of Rs 8 a month

(c) Sergeants —Subsistence allowance of Rs 10 a month

(d) Subadars and Jamadars —Half pay for fifteen months and subsistence allowance of Rs 15 a month after that term

Pension Rules

701 Members of the Force are entitled to pensions under the Regulations in Part IV, for the calculation of ordinary pensions for Superior service Native officers, Non Commissioned officers and Sepoys of the Indian Army recruited direct from the Army and whose services are obtained on special application, count their previous Army service as qualifying service under the rules in Part IV, provided they complete 10 years' qualifying service in the force. Those who retire before completing 10 years such service are granted the military pension of their rank—their service in the police being included as qualifying under Military rules

702 Time spent in hospital at Port Blair or Nancowry by Constables and Sergeants of the Force, during which they receive full pay under Article 699 does not qualify for pension

Travelling Allowance Rules

702A Subadars and Jamadars are entitled to second class accommodation on all journeys by rail for which they are entitled to travelling allowance

Chapter XXXV —Assam and Dacca Military Police

703 Pensions are granted to Policemen and, in the exceptional cases specified in the rules, to their heirs in accordance with Parts IV and VI

704 Furlough on private affairs on half Assam or Dacca pay for not more than six months, from date of departure from head quarters to date of return thereto, may be granted by Battalion Commandants on condition that the number absent on furlough and sick leave at any one time does not exceed 5 per cent of the strength of the Battalion from 15th October to 15th April, and 10 per cent from 16th April to 14th October

705 Leave on medical certificate for not more than six months, from date of departure from head-quarters to date of return thereto, may be granted by Battalion Commandants to all ranks. A man taking such leave forfeits his turn for furlough, and his name is placed at the bottom of the furlough roster. Leave on medical certificate for a longer period than six months requires the sanction of the Local Government

706 Allowances on leave on medical certificate are full pay for as long a time as the man is entitled to privilege leave and half pay for the remainder of the first six months and in case of extension being granted, half pay. The leave allowance of a man on leave on medical certificate taken in extension of furlough is half Assam or Dacca pay

707 Sick leave on full pay for a period not exceeding one month may be granted by Battalion Commandants to all ranks while in hospital. In exceptional cases *e.g.* in consequence of wounds received in action or for other special reasons this privilege may be extended to two months under the special sanction of the Local Government. After this period, such leave may be granted on half pay. Leave granted under this rule shall not interfere with the grant of ordinary leave on medical certificate

708 The Battalion Commandant may grant privilege leave on urgent private affairs under the rules in Chapter XII to men whose conduct has been good

709 The Inspector General of Police may frame subsidiary rules not inconsistent with these rules for the guidance of Battalion Commandants in granting furlough and leave

710 Native Commissioned officers are entitled to travelling allowance as second class officers for journeys by rail and by river steamer

711 Free passages by steamer and rail are allowed—

(a) to and from their homes to men proceeding on or returning from furlough on private affairs or leave on medical certificate, but not to men proceeding on or returning from privilege leave

(b) to their homes to men who are not natives of the Province when retiring on Invalid pensions, but not to men granted Retiring or Superannuation pensions

712 Any member of the Force belonging to races foreign to Assam or Dacca who may be recruited outside the Province, may, with the written permission of the Battalion Commandant, and if quarters are available in the Police lines, bring his children, one wife and one relative to Assam or Dacca.

For the conveyance of families, third class passages will be granted by railway and steamer, on payment of 5 per cent of the full fare in the case of 5 per

cent. of the privates of each Battalion, free of charge. The percentage must be reckoned on the number of foreigners only.

Return passages to their homes will be granted to the families of such officers and men dying in Assam or Dacca.

Chapter XXXVI.—Calcutta and Suburban Police Forces.

713 The leave of absence and acting allowances of officers and men of the Calcutta and Suburban Police Forces, whose pay does not exceed Rs 20 a month, are regulated by the following rules —

(1) One month's leave may be granted at any time, but without pay, such leave is only to be granted in special cases, and when good ground exists for granting the indulgence.

(2) One month's leave may be granted after eleven months' actual service, without deduction of pay.

(3) Special leave for four months may be granted on half pay to any officer or constable who has served for four years without taking leave of any description whatsoever.

(4) Officers and constables whose homes are more than 400 miles from Calcutta may in special cases have the leave, granted under rule (3), extended to five months, and those whose homes are more than 800 miles, to six months.

(5) Sick leave may, at any time, be granted for one month on full pay.

(6) Sick leave, on production of a certificate signed by the Police Surgeon, may be granted for four months.

(3), (4) or (5) shall allow him a sum of Rs 100 per month for whom he is acting and any saving accruing from such arrangement shall be carried to the credit of the Leave Fund.

(10) The half salary of any officer or constable on leave whether special or on medical certificate, will be payable only on return to duty. Should the absentee not rejoin upon the expiration of the leave granted to him, he will be liable to forfeit all claim to the half pay he would otherwise receive upon return. All sums thus forfeited are to be carried to credit of the Leave Fund.

(11) The number of men allowed to be absent on Special leave is not to exceed 10 per cent of the effective numerical strength.

Chapter XXXVII.—Burma Military Police.

714 The rules in this Chapter apply to—

(a) All members of the Burma Military Police who originally enlisted on an engagement under the direct orders of the Government of India, and on a renewal of their engagement, to all members who joined the Force from the Army prior to 1st January 1889

(b) All members of the Burma Military Police enlisted by the Government of Burma

(c) Soldiers who join the Force from the Native Army after the 31st December 1888, or who, having joined before that date, are now serving in Lower Burma, not having been transferred from Upper Burma in the interests of the public service

(d) Karen recruits

(e) All members not being soldiers of the Native Army on renewal of their engagements who were enlisted under the direct orders of the Government of India

(f) Kachuns enlisted in the Military Police

(g) Salutries and Armourers

Leave and Leave Allowances

715 Furlough on private affairs on half Burma pay (except for members mentioned in Article 714 (a) who will draw full Burma pay) for not more than six months may be granted by Battalion Commandants on condition that the number absent on furlough and sick leave at any one time does not, except under the special orders of the Government of India, exceed $7\frac{1}{2}$ per cent of the strength of the Battalion

716 Leave on medical certificate for not more than six months may be granted by Battalion Commandants to all ranks. A man taking such leave forfeits his turn for furlough and his name is placed at the bottom of the furlough roster. Extensions of leave on medical certificate beyond a period of six months in the aggregate may be sanctioned by the Inspector General of Police, Burma, but the amount of leave which may be granted with pay at one time is limited to two years

717 (a) Allowances on leave on medical certificate are —

(i) In the case of the members mentioned in clause (a) of Article 714, full Burma pay for the first six months and afterwards at the rate of one quarter the Burma pay provided that the Local Government may in any case by special order direct that a man on leave on medical certificate after the first six months shall draw any allowance not exceeding one half the Burma pay

(ii) In the case of the members mentioned in clauses (b) to (g) of Article 714 half full Burma pay for the first six months and, in case of extension being granted, not more than one fourth full Burma pay without the sanction of the Local Government

(b) The leave allowance of a man on leave on medical certificate taken in extension of furlough is one fourth full Burma pay

NOTE 1—[An advance of three months pay may be made to the men mentioned in advance of three months pay is

Military Policemen for passing
are treated as salary for the
into account in calculating

pen on.]

718 Sick leave on full pay for a period not exceeding two months may be granted by Battalion Commandants to all ranks while in hospital in Burma and on half pay for any period in excess of two months. Sick leave on full pay may however be granted to all ranks while in hospital in Burma on account of wounds received in action until they are discharged from hospital. Leave granted under this rule does not interfere with the grant of leave to India on medical certificate

719 Battalion Commandants may grant privilege leave on urgent private affairs under the rules in Chapter XII to men whose conduct has been good

720 The Inspector General of Police may frame subsidiary rules not inconsistent with these rules for the guidance of Commandants in granting furlough and leave

Travelling Allowance

721 Subadars and Jamadars of the Military Police both in Upper and Lower Burma are entitled to second class accommodation on all journeys by rail for which they are entitled to travelling allowance

722 Free passages by sea river and rail are allowed to and from their homes to men [except those mentioned in Article 714 (f) unless they belong to the Myitkyina Battalion having been recruited from the Bhamo district and travel via Katha] proceeding on or returning from furlough on private affairs or leave on medical certificate but not to men proceeding on or returning

Page 189 Article 722

Substitute the following for Note 2 under this Article —

NOTE 2—[A free passage is allowed to an attendant who may be deputed by the Battalion

a named officer or sepoy of the
leave or on returning from the
a given cost free that the sick
be under food at a special
necessary to do so, and that

ordinarily the invalid should be put in charge of a comrade proceeding on leave at the same time]

(Substituted for No 46 dated 11.11.10)

723 Free passages from the place of enlistment may be granted to Karen recruits who have to travel by rail or steamer to the head quarters of their Battalion. The passage of recruits for the Upper Burma Military Police enlisted in India as well as of gunkahars coolies bhusties and transport drivers is paid by Government from the place of enrolment to the head quarters of the Battalion

Chapter XXXVII.—Burma Military Police.

714 The rules in this Chapter apply to—

(a) All members of the Burma Military Police who originally enlisted on an engagement under the direct orders of the Government of India and on a renewal of their engagement, to all members who joined the Force from the Army prior to 1st January 1889

(b) All members of the Burma Military Police enlisted by the Government of Burma

(c) Soldiers who join the Force from the Native Army after the 31st December 1888, or who, having joined before that date, are now serving in Lower Burma, not having been transferred from Upper Burma in the interests of the public service

(d) Karen recruits

(e) All members not being soldiers of the Native Army on renewal of their engagements who were enlisted under the direct orders of the Government of India

(f) Kachuns enlisted in the Military Police

(g) Salutries and Armourers

Leave and Leave Allowances

715 Furlough on private affairs on half Burma pay (except for members mentioned in Article 714 (a) who will draw full Burma pay) for not more than six months may be granted by Battalion Commandants on condition that the number absent on furlough and sick leave at any one time does not, except under the special orders of the Government of India, exceed $7\frac{1}{2}$ per cent of the strength of the Battalion

716 Leave on medical certificate for not more than six months may be granted by Battalion Commandants to all ranks. A man taking such leave forfeits his turn for furlough and his name is placed at the bottom of the furlough roster. Extensions of leave on medical certificate beyond a period of six months in the aggregate may be sanctioned by the Inspector General of Police, Burma but the amount of leave which may be granted with pay at one time is limited to two years

717 (a) Allowances on leave on medical certificate are —

(i) In the case of the members mentioned in clause (a) of Article 711, full Burma pay for the first six months and afterwards at the rate of one quarter the Burma pay provided that the Local Government may in any case by special order direct that a man on leave on medical certificate after the first six months shall draw any allowance not exceeding one half the Burma pay

(ii) In the case of the members mentioned in clauses (b) to (g) of Article 714 half full Burma pay for the first six months and, in case of extension being granted, not more than one fourth full Burma pay without the sanction of the Local Government

(b) The leave allowance of a man on leave on medical certificate taken in extension of furlough is one fourth full Burma pay

pension.]

718 Sick leave on full pay for a period not exceeding two months may be granted by Battalion Commandants to all ranks while in hospital in Burma and on half pay for any period in excess of two months. Sick leave on full pay may however, be granted to all ranks while in hospital in Burma on account of wounds received in action until they are discharged from hospital. Leave granted under this rule does not interfere with the grant of leave to India on medical certificate

719 Battalion Commandants may grant privilege leave on urgent private affairs under the rules in Chapter XII to men whose conduct has been good

720 The Inspector General of Police may frame subsidiary rules not inconsistent with these rules for the guidance of Commandants in granting furlough and leave

Travelling Allowance

721 Subadars and Jamadars of the Military Police both in Upper and Lower Burma are entitled to second class accommodation on all journeys by rail for which they are entitled to travelling allowance

722 Free passages by sea, river and rail are allowed to and from their homes to men [except those mentioned in Article 714 (f) unless they belong to
 ited from the Bhamo district and
 from furlough on private affairs
 men proceeding on or returning

Page 189. Article 722

Substitute the following for Note 2 under this Article:—

be deputed by the Battalion
 named officer or deputy of the
 leave or on retiring from the
 Surgeon certifies that the sick
 be understood that a special
 necessary to do so and that

ordinarily the invalid should be put in charge of a comrade proceeding on leave at the same time]

(5th Edition No 46 dated 11.11.10)

723 Free passages from the place of enlistment may be granted to Karen recruits who have to travel by rail or steamer to the head quarters of their Battalion. The passage of recruits for the Upper Burma Military Police enlisted in India as well as of gunkahars, cooks, bhusties, and transport drivers is paid by Government from the place of enrolment to the head quarters of the Battalion

from the Police, the amounts deducted are refunded and the Police service counts towards Army pension

(c) In the case of policemen who elect for Military Rules, the claims of heirs to pension are regulated by Military Rules, and in the case of those who elect the rules of the Civil Service Regulations, heirs can claim pension only in the special cases provided for in Chapter XXXVIII

No 265.

Page 191. Article 726.

Substitute the words "Article 1062 of the Army Regulations, India, Volume I" for the words "Article 573 of the Army Regulations, India, Volume I, Part II" in the second line of clause (e) of this Article.

(25th Edition, No 265 dated 15 12)

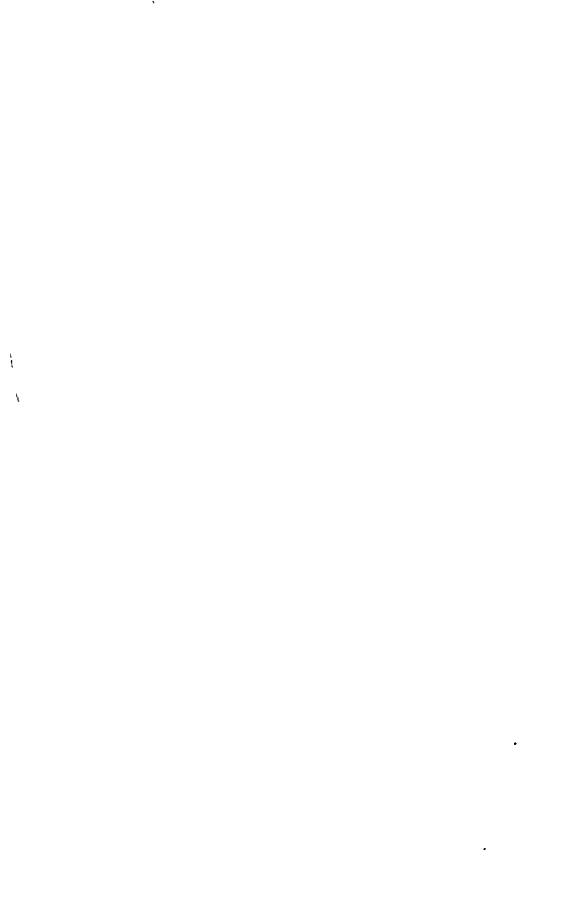
... except Salutries and Armourers who joined the Upper Burma Military Police from the Army before the 1st January 1889 who are subject as regard pensions to Article 726, clauses (a) to (c)

(b) Pension under the Civil Rules for the period of their past Military as well as their Police service is granted to the Native Officers and Non Commissioned Officers of the Burma Military Police referred to in clause (a) who have been or may be recruited direct from the Army after 1888, when volunteering was closed, on the condition that they complete 10 years' qualifying service in the Burma Military Police in addition to their service in the Army but those who retire with less than 10 years' qualifying service in the Burma Military Police will be granted pension on the Military scale according to their rank for the whole period of their service, that in the Police being included This concession applies only to those men whose services were obtained from the Army on special application

PART VI.—WOUND AND OTHER EXTRAORDINARY PENSIONS.

GENERAL ARRANGEMENT.

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PART VI—WOUND AND OTHER EXTRAORDINARY PENSIONS

Chapter XXXVIII.—Wound and other Extraordinary Pensions.

Section I—Wounds on Military Service.

728 Gratuities and pensions to officers wounded and to the families of officers killed in action or in the execution of duty otherwise than in action, and to the families of officers whose death is due to illness contracted on service with an army in the field may, in cases in which, under the Army Regulations, India, they would be admissible to the officers or men of the Regular Forces or to their families be granted under the following rules, the grant being reported to the Secretary of State

NOTE.—[In a case falling clearly and strictly within the letter of the rules the Local Government may grant the pension admissible the report to the Secretary of State being made through the usual channel.]

729 Officers of Government, being Volunteers who are called out on actual Military service, are entitled (themselves and their families) to the pensions, allowances or gratuities admissible under Army Regulations, India, Volume IX, Section XIX. Provided that if any such officer is wounded or killed in such actual Military service, and he or his family are in consequence thereof entitled by the following rules or by the rules of the Service to which he belongs, to a higher pension, allowance or gratuity than is provided by the Military rules above referred to, then he or his family shall receive such higher " — " provided by those rules. Pro-
the head of his office if he is a superior officer in other cases.

notice of his having been called out

730 Gratuities and pensions are granted to Civil officers wounded, and to the families of such officers killed while serving (in circumstances justifying their presence) with a Military force, and to the families of such officers whose death is due to illness contracted on service with an army in the field according to the scale applicable to officers or men of the Army or their families the rank of the officers being determined with reference to the actual

Military rank in the field or by the following tables, whichever is more favourable to the recipients —

(i) Members of the Indian Civil Service —		(ii) Other Civil officers, not being rat &ve officers —	
An officer of —	Ranks as a —	An officer whose salary is —	Ranks as a —
Less than 5 years standing	Lieutenant	Below Rs 16 a month	Sepoy
More than 5 " "	Captain	" 16 a month or upwards	Naik
" 12 " "	Major	" 25 ditto	Havildar
" 18 " "	Lieutenant Colonel	" 50 ditto	Jemadar
" 23 " "	Colonel	" 100 ditto	Subadar
" 31 " "	Colonel	" 200 ditto	Lieutenant of less than 3 years' service
Lieutenant-Governor or Chief Commissioner	Major General	" 300 ditto	Lieutenant of more than 3 years' service
	Lieutenant General	" 500 ditto	Captain
		" 1 000 ditto	Major
		" 1 500 ditto	Lieut. Col
		" 2 000 ditto	Colonel
		" 2 500 ditto	Major General

(iii) The wound and family pensions of native Civil officers are fixed in rupees as follows —

An officer whose salary is	Wound pension.	FAMILY PENSION				Maximum amount of pension admissible	
		INTERMEDIATE PAY		HIGHEST RATE.			
		For widow	For each child	For widow	For each child		
	R	P	R	R	R		
Below Rs 16 a month		The rates are determined in accordance with Army Regulations India Volume I, officers ranking as in clause (ii) above					
Rs 16 a month or upwards							
" 25 ditto							
" 50 ditto							
" 100 ditto							
" 200 ditto		80	60	12	80	16	Half the salary of the officer
" 500 ditto		120	90	18	120	24	
" 1 000 ditto		210	120	24	180	36	
" 1 500 ditto		300	150	30	225	45	
" 2 000 ditto		360	180	36	270	54	
" 2 500 ditto		420	210	42	315	63	

(iv) A Viceroy of India or Governor of a Presidency ranks as a Field Marshal, General, or Lieutenant General Commanding in Chief

(v) A person who is not in the service of Government ranks according to his status in life as compared with an officer of the Regular Forces.

Place of payment.

731 A Civil officer in receipt of a wound pension cannot draw it from the Home Treasury while serving or residing in India, but must draw it at the place where his pay, absentee allowance, or pension is disbursed.

Section II.—Special Cases.

732 In special cases, as, for instance, when an officer is wounded in an encounter with dacoits, the Government of India may relax the condition of Article 730 as to service with a Military force. In such cases the pension or gratuity granted to a Civil officer will be calculated according to the scale laid down in the Army Regulations, India, Volume I, for wounds and injuries received in the execution of Military duty otherwise than in action, the rank of the Civil officer being determined as in Article 730.

NOTE—[Military officers in Civil employ, who receive wounds or injuries in the discharge of their duties, and will be entitled to the same benefits as those who receive such wounds or injuries while engaged in the service of the Royal War.]

Wound Leave.

733 An officer compelled to absent himself from duty, in consequence of wounds received in action, or of illness contracted by active service in the field (in circumstances justifying his presence) with a Military force (i.e., service recognised as such by the Government of India), or of illness which was originally contracted on such service, being aggravated or reproduced by subsequent service of a similar nature may be allowed extraordinary leave on medical certificate, irrespective of the period which has elapsed since his last return from leave of any description. Such leave will not reckon as part of the maximum admissible under general rules, and it will, except as regards the earning of Furlough, count, up to a maximum of 12 months as active service, provided that—

- (a) it must be taken immediately in consequence of the wound or illness, and, without any intervening period of active service,
- (b) it is certified by the Medical Board, before which the officer appears, that the disability owing to which leave has become necessary, originated on active service in the field and was solely caused by hardship and exposure undergone or by wounds received, during such service,
- (c) it cannot be combined with any other kind of leave, except Leave on Medical Certificate,

- (ii) the nature of the risk undergone, and the conduct of the man in accepting it,
- (iii) the nature and extent of the injury received,
- (iv) the pecuniary circumstances and prospects of the claimant.

738. Injuries for the purposes of this Section are classed in four degrees —

1st Degree—Men losing two limbs or both eyes from wounds, or being so severely wounded as to be totally incapable of earning a livelihood and to require the care and assistance of some other person

2nd Degree—Men losing one limb or one eye, or being so disabled as to be incapable of earning a livelihood, though not requiring the care of another person

3rd Degree—Men not losing a limb or an eye who have received an injury equal to the loss of a limb, or who are otherwise so disabled as to be capable of contributing in only a small degree towards earning a livelihood

4th Degree—Men able to contribute materially towards a livelihood, although unfit, from wounds, for the ordinary duties of the service

739 A pension or, when a pension is not justified by the circumstances of the case, a gratuity may be granted by the Local Government or the Government of India as follows —

Pensions

- (a) by the Local Government, not exceeding Rs 10 a month
- (b) by the Government of India, not exceeding—
 - (i) Rs 100 a month, in the case of State Railway servants
 - (ii) Rs 25 a month in other cases

Gratuities.

- (c) by the Local Government, not exceeding six months' pay and not exceeding Rs 600
- (d) by the Government of India, not exceeding six months' pay or Rs 1,000 whichever is greater
- (e) by the Railway Board, not exceeding six months' pay or Rs 3,000, whichever is greater in the case of State Railway servants

740 Pensions granted under the preceding Article are subject to the following limits —

- (i) To an officer wounded in the first or second degree, not exceeding full pay
- (ii) To an officer wounded in the third or fourth degree, not exceeding half pay, or, if the officer is entitled to an Invalid pension of half pay under the ordinary rules for Superior or Inferior service, then not exceeding three quarters pay
- (iii) To the family of an officer killed in the execution of his duty, not exceeding half the pay of the deceased officer, and not less than Rs 2½ a month

NOTE —[The term 'family' includes only wife, legitimate child, father or mother, dependent upon the deceased for support. The words 'for the support of the family' should be inserted in every order sanctioning a pension under this rule.]

741 (a) A pension granted under clause (i) or (ii) of the preceding Article will, unless the pensioner is more than sixty years old (in which case it will be permanent), continue, in the first instance, for two years only

(b) At the end of eighteen months, the pensioner shall be examined afresh by a Medical Officer in charge of a Civil station, upon whose report the Local Government will decide whether the pension shall be continued or not for a further term or permanently, and whether the pensioner shall be subjected or not to further medical examination

742 (a) If a pension is granted to a family under Article 740 (iii), it is allotted for the support of the family to the eldest surviving son —

(i) failing sons, to the eldest widow, for the same purpose;

(ii) failing both sons and widows, to the eldest surviving unmarried daughter, for the same purpose,

(iii) these failing to the father, for the same purpose,

(iv) and failing all others, to the mother for the same purpose

(b) To a male, pension is given as follows —

(i) if the pensioner is under six years of age, till he is eighteen years old,

(ii) if above six and under fifty years, for twelve years,

(iii) if not under fifty years, for life

(c) The pension to a female is for life or until marriage, (1) but, on her suitable marriage, the Local Government may, at its discretion, grant her five years' pension as a dowry

Civil Department
contrary, but
attains the age

(d) A pension is given to only one member of each family, and no transfer of the pension to another member is permitted on its lapse either by the demise of the pensioner or for any other reason or on its remaining in abeyance under the operation of the rules in Chapter XXI

743 The Government of India have also the power to grant in any case, even where no pension or gratuity is admissible under these rules—

(a) a gratuity not exceeding Rs 1,000, or

(b) when injury or death is due to devotion to duty, a pension not exceeding Rs 25 a month or a gratuity of equivalent amount

NOTE —The powers of the Government of India under Clause (a) above may be exercised by the Railway Board in the case of Railway servant

744 A Local Government may, as a special case grant a gratuity not exceeding Rs 20, or two months' pay, whichever is less, to a day labourer or mechanic injured, or to his representatives if he is killed, in the execution of duty by causes beyond his control, if the injury is not such as to allow of a Wound or Extraordinary pension being granted under the foregoing rules

NOTE —[The powers of a Local Government under this Article may be exercised by Superintending Engineers in the Public Works Department]

Section IV—State Railway Rules

745 A Local Government having State Railways under its control and Managers of State Railways not under Local Governments may grant a gratuity to any State Railway servant who may be injured, or to the representatives of any State Railway servant who may be killed, by the working of trains or engines, otherwise than through his own negligence or wilful act on, provided that such gratuity shall not exceed a sum equal to six months' pay of the servant injured or killed, or a maximum of Rs 200. If Rs 200 is considered insufficient, a reference must be made to the Government of India.

Section V—Procedure

746 When a claim for Wound or Extraordinary pension arises, the head of the office in which the man killed or injured was employed must hold a formal inquest, taking evidence as to—

- (i) the circumstances under which the injury was received, or the life lost,
- (ii) the relationship (in the case of a death) and the pecuniary circumstances of the claimants.

747 The head of the office will then submit the case, with a statement of the circumstances through his official superiors, to the Government. The application which should be in Form No 25 in the case of a man injured and Form No 22 in the case of a man killed, should be accompanied by the report of the Audit Officer upon the claim.

Section VI.—Re-employment of Wound Pensioners

748 A Wound or Extraordinary pension granted under these Regulations, or under Military Rules, to a Native Commissioned officer or a Non Commissioned officer or soldier for wounds and injuries, may, in the event of the pensioner's subsequent employment in the Civil Department, be, during such employment, reduced or suspended by the Government which granted the pension.

No 5009 dated 13th September 1888]]

749 If, however the Wound or Injury pension of a Native Commissioned officer or a Non Commissioned officer or soldier includes an Invalid pension, he may, if the Wound or Injury pension is withheld, draw the Invalid pension in addition to Civil salary.

PART VII—FOREIGN SERVICE AND SERVICE UNDER LOCAL FUNDS

GENERAL ARRANGEMENT.

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8 E.S. 21/11/15

Additions and Corrections to the Civil Service Regulations.

(5th EDITION)

No 322

Pages 205-221 Articles 750-795.

Substitute the following for the rules in Part VII, Chapters XXXIX to XLI of these Regulations.

1 *The revised rules will apply only to cases in which officers are transferred to Foreign Service after the date of the introduction of these rules. In the case of officers transferred to Foreign Service before this date, the old rules should continue to be applied.*

2 *It is to be understood that unless the Local Government is expressly given authority to make exceptions, all deviations from the Foreign Service Rules require the sanction of the Government of India, whose powers in this respect remain unaltered.*

760. When any officer lent on foreign service conditions retires from British service (see Article 759) without, at the same time, retiring from the service of his foreign employer, the audit officer shall communicate to the foreign employer through the usual authorities a statement showing the date of retirement and the amount of pension drawn from the British Government with a view of enabling the foreign employer, if so inclined, to revise the existing terms of employment.

761. (a) An officer who during leave desires to take up employment in India must obtain the previous sanction of competent authority thereto. If the post is one which should in the opinion of such authority be filled by a servant of Government he must be transferred in accordance with the rules of this Chapter.

(b) An officer who during leave out of India desires to enter foreign service out of India must obtain the previous sanction of the Secretary of State who will decide whether the officer shall be transferred to foreign service, and, if so, will prescribe the terms of salary and contribution.

(c) From the date on which an officer enters foreign service he ceases to be on leave and to draw leave allowances from Government.

NOTE 1.—The authority referred to in clause (a) of this article is, in the case of a non-gazetted officer, the officer empowered to appoint such officer, and in the case of gazetted officers the Local Government.

NOTE 2.—If it be decided to allow the officer to take up employment without entering foreign service he shall be permitted to draw his furlough allowances in addition to any emoluments paid to him by the employer.

Sanction to transfer to, and pay in, foreign service

762 Transfer to foreign service is not permissible —

- (i) unless the transfer is in the public interest, that is, the service is such as should, for public reasons, be rendered by a servant of Government;
- (ii) unless the officer holds, when his transfer is effected, an appointment in qualifying service on an establishment paid from General Revenues.

NOTE.—Service under a landholder who retains the management of his own estate, or under such a body as the Society for Prevention of Cruelty to Animals or under societies for the encouragement of agricultural or veterinary development, has at times been sanctioned on foreign service conditions. Service of this character, however, is properly private employment, the loan of a Government officer for such purposes should be wholly exceptional and should not be allowed unless in the opinion of the Local Government a public advantage is secured which would otherwise be unattainable.

763 Transfers and appointments may be sanctioned by the Local Government under which the officer is serving, provided (a) the transfer is to foreign service in India, (b) the officer's pay in foreign service does not exceed Rs. 2,500 a month if he belongs to an Imperial service (Article 29 B), and in other cases Rs. 1,250 a month, and (c) the officer has rendered five years'

Service qualifying for pension Condition (c) may be relaxed by the Local Government* under which the officer is serving at the time of the transfer; it does not apply to the following officers —

- (i) Officers subject to the leave rules in Chapter XIII and officers of the Army and the Royal Indian Marine
- (ii) Employees in the Survey, Forest, Medical, Veterinary and Agricultural Departments with technical qualifications
- (iii) Officers transferred to foreign service of the second kind.
- (iv) Officers transferred to temporary appointments

*NOTE—Local Governments should take their guard against endeavours to use the service of Government merely as a means of entrance with pensionable status into foreign service.

1 Temporary appointments are those which last not more than six months. In judging whether an appointment falls within this class, the duration of the appointment should be considered, not the duration of the particular officer's employment.

2 The Local Government may by general or special order

(a) delegate to any authority not vested with power to transfer to foreign service within the province any officer who, such authority can, without reference to higher authority, appoint or transfer in the ordinary course of administration;

(b) delegate power to such authority to transfer to temporary appointments outside the province.

3 The Government of Madras is empowered to transfer to service in Ceylon without reference to the Government of India any officer not belonging to an Imperial service.

764 Pay and allowances in foreign service in India may be fixed within the limits specified in Article 763 by the authority sanctioning the transfer. The latter should in doing so be guided by the following general principles —

- I.—The pay of an officer transferred to a post, the duties of which are similar to those of the appointment which he held when transferred, should be fixed at a sum which does not exceed by more than 25 per cent his last pay in British Service, or, if he is acting in a grade or appointment from which he is unlikely to revert, his last salary.
- II.—An officer transferred to an unusually responsible or difficult post or to one the duties of which differ from those of his appointment under Government, should receive pay specially fixed with reference to his *status* and pay in the service of Government, and the nature of the work for which he is transferred.

NOTE—A report of the circumstances of each case in which sanction is accorded by the Local Government under Rule II of this Article should be submitted to the Government of India at the end of each year through the audit officer in an amalgamated schedule.

III.—Officers may be allowed travelling and conveyance allowances on such scale as the Local Government considers adequate, and, when the transfer is to a Native State, the concessions specified in Rule II of Appendix 31.

IV.—Increases of pay are regulated as follows.—

- (a) An officer, whose pay is fixed under rule I and who belongs to a graded service or who is on progressive pay or in a service in which pay is regulated by a time-scale, may on the occasion of each substantive promotion on his departmental list, or accrual of a periodical increment, be granted an increase equal to that which such promotion or increment would have given in British service, i.e. a sum not exceeding 20 per cent on

- (b) In all other cases in which pay is fixed under rule 1 and in all cases in which it is fixed under rule 11, no increase can be allowed until the officer has been for three years in foreign service. After that period and subsequently at intervals of not less than three years, increments of not more than 20 per cent of the original pay may be allowed, if proposed by the foreign employer and if, in the opinion of the authority by whom the transfer was sanctioned, they are justified with reference to the work of the officer and the nature of his duties.
- (c) In the event of a material change in the nature of the duties of an officer in foreign service his pay may be revised within the limits of its powers of sanction by the authority who sanctioned the transfer.

Contributions required for leave and pension

765 (a) An officer transferred to foreign service in India contributes for both leave allowance and pension, if the transfer be to a service in India, contribution is made for pension only.

(b) Contribution is payable during leave on account of an officer who contributes for pension only. When contribution is paid for both pension and leave allowances it is payable during privilege leave taken in foreign service but not during other kinds of leave.

766 In the case of an officer in foreign service of the first kind contributions for leave allowance and pension are levied on an assumed pay, in the case of all kinds and only), calculated as follows:—
Article 779 below)

767 In the case of an officer of any of the classes mentioned in Article 763 (a) pay is assumed to be as follows whatever the actual pay he is receiving drawn by him in foreign service may be:—

(a) If the officer is on a time scale of pay, the pay which he would have received from time to time had he remained in India is assumed to be the assumed pay.

Indian Army, Indian Air Force and subject to the rules in China, members of the Indian Civil Service and those who have been promoted into the Indian Civil Service (in addition to pension under Article 175, 642 and 61), assumed pay shall not exceed Rs. 1,500 a month.

768 In the case of officers other than those mentioned in Article 763 (i) assumed pay is either the pay list drawn in Government service, or, if the officer belongs to a graded service or is on a progressive or time-scale of pay that to which he has attained or been promoted in accordance with the rule in Article 762, up to a maximum of Rs. 1,250 a month.

769 In the case of an officer in foreign service of the second kind pension are levied on actual sanctioned the case of assumed pay in Articles 175, 642 and 61, assumed pay shall not exceed Rs. 1,500 a month.

770 Contribution is levied at the following rates —

	For pension and leave allowance	For pension only
(a) In the case of officers of the classes mentioned in Article 763 (i)	$\frac{1}{10}$	$\frac{1}{10}$
(b) In the case of other gazetted and non-gazetted officers	$\frac{1}{10}$	$\frac{1}{10}$
(c) In the case of inferior servants	$\frac{1}{10}$	$\frac{1}{10}$

NOTE 1.—In the case of a member of the Indian Civil Service contribution includes the 4 per cent annuity deduction on his salary in foreign service of the first kind and upon actual sanctioned salary in foreign service of the second kind.

NOTE 2.—Percentage deductions (e.g., Civil Fund in the case of a member of the Indian Civil Service) are calculated upon "assumed pay" in foreign service of the first kind and upon actual sanctioned salary in foreign service of the second kind.

NOTE 3.—In the case of a Military officer the contribution covers the liability of Indian for temporary half pay or half pay pension when an officer loses his health during foreign service before becoming entitled to ordinary so-called full pay pension.

1.—The Chairman and the Government
2.—The Government
3.—The Government

4.—Contributions in respect of Indian troops warrent and non-commissioned officers and the army department, etc., and for service out of India are regulated by separate orders.

part XXXIX]

THE LOCAL GOVERNMENT

11

771 In a letter dated 11th March 1900, the Local Government has been informed that the following persons have been appointed to the post of 1st or 2nd of the post office at the following places—

(i) Bengal (the appointed persons have been appointed to the post office at the following places—

(ii) Bombay (the appointed persons have been appointed to the post office at the following places—

(iii) Punjab (the appointed persons have been appointed to the post office at the following places—

(iv) The Local Government has been informed that the following persons have been appointed to the post office at the following places—

(v) Bengal and Madras (the appointed persons have been appointed to the post office at the following places—

Note 1—In the case of an officer who is appointed to leave the office from which he is appointed to the post office at the following places—

Note 2—Subscribers to the Local Government Service Family Pension Fund transferred to service under a local fund which qualifies for pension payable from the local fund, must, when employed under the local fund pay the additional premium as provided in the articles.

Note 3—The premium when due from subscribers to the Local Government Service Family Pension Fund, is collected by the Directors of the Fund and adjusted in communication with the Local Government. In the case of the Bombay Fund if the subscription is collected at the same time without the interest is paid to the Directors, they collect the Accountant General Bombay.

Remission of, and exemption from, contribution

772 (a) The Local Government may remit contribution for which an officer on forment, on duties additional

(b) The following persons are exempted from contribution under leave allowances] ment servants —

(i) Officers lent to His Majesty's Government or to British Colonies, Protectorates, etc

(ii) Subordinates in the Revenue Survey temporarily lent to Municipalities for duty which, though paid for by them, also promotes Imperial interests

(iii) Medical officers lent to charitable dispensaries or hospitals in British India. In any province however, in which the changes in the conditions of service of Assistant Surgeons authorised by the orders in Home Department Resolution No 1148 50, dated 22nd August 1898, have been brought into operation, contribution must be paid under the ordinary rules

(iv) Officers of the Royal Indian Marine lent to Port Trusts

(v) Any other officer or class of officer who by the specific orders of the Government of India has been exempted from the payment of contribution

Procedure for payment of contribution

773 A copy of the orders sanctioning an officer's transfer to foreign service must always be communicated to the Account Officer (referred to in Article 774) by the authority by whom the transfer is sanctioned. The officer

his salary in foreign service, have taken up his postal other information which that officer may require

and any

PART VII—FOREIGN SERVICE AND SERVICE UNDER LOCAL FUNDS.

Chapter XXXIX—General Definitions and Conditions.

750. Foreign Service is of three kinds, viz. :—

First—When an officer of Government is allowed to take service under an employer who is not under the orders of Government and is allowed while in such service to maintain his claim to pension and leave in the same way as if he were still in the service of Government.

Examples—Officers lent to Egypt, or to the Colonies, or to a Native State, or a Port Trust, or a Municipality, or a Railway Company.

Second—When Government having obtained control over or having received in trust certain funds other than General Revenues, creates special appointments or special establishments at the cost of the said funds for the purpose of exercising such control or trust.

Examples.—Administrators of Native States, Managers of Courts of Wards Estates.

Third.—When additions are made to an existing service or an existing establishment to provide for work which has to be done under the supervision and control of the supervising and controlling officers of the service or establishment, the cost of the additions being charged to, or recovered from, the persons or bodies in whose interest the work is done

Examples.—Police Grants sanctioned at the request of the Government.

751. (a) Foreign Service of the first and second kinds qualifies for leave and pension or for pension only in the case of officers transferred by competent authority from qualifying service under Government with the privilege of retaining their title to leave or pension which in all but special cases is made subject to payment of contributions to Government in respect of the cost of such leave or pension.

(b) Foreign Service of the third kind qualifies for leave and pension in the same way as service in the rest of the department or establishment, of which the appointment forms a part, but arrangements are made for the recovery of the cost, as laid down in Chapter XLI.

752—Cancelled.

Chapter XL—Foreign Service of the first and second kinds.

Section I.—Conditions of Foreign Service of the first kind.

Sanction to Transfer.

753. An officer may not be transferred to Foreign Service of the first kind unless the following conditions are complied with —

(i) The service required of the officer transferred is such as should for

Public reasons (and not merely in the interest of the officer concerned) be provided for by a servant of the Government of India.

No. 235.

Page 206 Article 753

Substitute the words "Rule II" for "Rule III" in line 6 of clause (u) (a) of this Article

(5th Edition No 935 dated 1.12.1)

NOTE—[In the case of service in a Court of Wards the power of a Local Government under this clause may be exercised by—

- (a) the Board of Revenue in respect of the transfer of subordinate officers in the Revenue Department up to and including the grade of Tahsildars and in other Departments up to the grade corresponding to a Tahsildar subject to the consent of the officers departmental head
- (b) Commissioners of Divisions and Collectors of Districts in respect of the transfer of non gazetted subordinates to such appointments under the Court of Wards as can be filled up by them on their own authority]

(b) The sanction of the Government of India is required to all transfers to Foreign Service out of India and also in cases of transfer to Foreign Service in India which do not fall within the terms of clause (u) (a) above

(iii) The officer transferred either—

(a) has ten years' qualifying service (for pension) under Government —

NOTE—[This condition may be relaxed by the Local Government in any case in which the transfer is for not more than one year. It does not apply to the following officers —

- (i) Assistant Surgeons and Hospital Assistants—employed under Local Modes Railway Companies and other Modes to which their services may be lent by the Local Government
- (ii) Any Government officer appointed to service under the Court of Wards
- (iii) Officers of the Agricultural and Civil Veterinary Departments—employed under Local Modes or under Agricultural Associations or Societies such as those for the prevention of cruelty to animals
- (iv) Agricultural Assistants—deputed to Foreign Service in connection with agricultural experiment or demonstration]

(b) or belongs to one of the following services —The Indian Civil Service, the Army, the "Commission" of any Non Regulation Province, the graded Political Departments, the Superior Service of the Public Works (including Railway Revenue and Account Branches), Telegraph Survey, or Forest Department, the graded Educational Service, the Indian Educational Service, the Royal Indian Marine

(iv) The pay admissible shall ordinarily be determined by the following rules but the Local Government may (subject in the case of transfers to Native States to the rules laid down in Appendix No 31) sanction convey

ance and local allowances in addition thereto, and also travelling allowance under the ordinary rules of the Civil Service Regulations or under the local rules of the foreign employer if those are not more favourable —

- (a) If an officer is transferred to a post the duties of which are similar to those of the appointment which he held at the time of his transfer, his pay,
 - (1) if he belongs to a graded service, shall not exceed that of the grade to which he would next rise if he remained in British service;
 - (2) if he does not belong to a graded service, shall not exceed by more than 25 per cent his pay in British service.

NOTE — [If at the time of transfer an officer is receiving acting allowance for officiating in an appointment from which it is unlikely that he will revert, his initial pay in Foreign Service may be calculated with reference to his salary at the time of transfer]

- (b) If an officer is transferred to a post the duties of which entail unusual responsibility and require special capacity, or to a post belonging to a branch of the public service different from that in which he was previously serving, his pay, whether he belongs to a graded service or not, shall not exceed the pay ordinarily allowed for similar duties in British service

(c) Increases of pay are regulated as follows —

- (1) When an officer, whose pay was originally fixed under Clause (a) (1), would have been promoted in the British service, to a higher grade, he may be permitted to draw the pay of the grade next above that to which he would have been so promoted with effect from the date of such promotion
- (2) In all other cases no increase of pay above the amount sanctioned at the time of transfer will be granted to any officer until he has served for three years in Foreign Service. After that period and subsequently at intervals of not less than three years increments not exceeding 20 per cent of the original pay in Foreign Service may be allowed on the intimation of the foreign employer, if, in the opinion of the Local Government or the Government of India, as the case may be, the increase is justified both with reference to the qualifications of the officer and the nature of his duties
- (d) The officiating allowance of an officer appointed to officiate during the absence of a permanent incumbent of a sanctioned appointment in Foreign Service, shall be regulated in accordance with the rules in Part II

(v) The officer transferred shall remain, while on Foreign Service, subject to the general and disciplinary rules which apply to officers on active Government service

753A. A copy of the order sanctioning an officer's transfer to Foreign Service must always be communicated to the Audit Officer (Article 772) by the authority by whom the transfer is sanctioned.

NOTE —[Service under a landholder who retains the management of his own estate is not "Foreign Service" for the purpose of these Regulations, unless, in an altogether exceptional case, the importance of the estate or its owner is, in the opinion of the Local Government, such as to justify the transfer of the services of a Government officer to occupy an important position, such as manager, etc.)

Contribution required.

754. Whatever may be the actual pay and allowances drawn by an officer in Foreign Service from his employers, his salary, for the purpose of calculating the pension and the share of the leave allowances payable to him by Government, and of requiring a contribution towards the cost of such pension and leave allowances, shall be assumed to be as follows.—

(a) *If he is a member of any of the special services mentioned in Article 753 (iii)—*

	Members of the Indian Civil Service. Rs.	Other Special Services. Rs.
(i) During the first two years of his service reckoning from the first day of April next following his arrival in India, or date of appointment if he was appointed in India	400	350
(ii) For each subsequent year of service	100	50
Up to a maximum of	2,600	Twice the maximum Furlough allowance admissible to the officer concerned (1)

Example (1) —[If the official rate of exchange for the year is 16 pence per rupee, the maximum on which a contribution is required would, in a case in which the maximum furlough allowance is £250 a quarter, be Rs. 2,600 a month, and in one in which it is £120 a quarter, Rs. 1,200 a month.

Exception —In the case of an officer promoted from a subordinate grade to any of the special services who was lent to Foreign Service after the 30th August 1905, assumed pay shall be taken as the pay he would draw from time to time on the Government list of the special service.

NOTE 1 —[Percentage deductions (e.g., for Civil Fund in the case of a member of the Indian Civil Service) will be calculated upon the "assumed salary"]

NOTE 2 —[In the case of Royal Engineer officers, the date to be taken for purposes of calculating assumed pay under this Article is the date of arrival in India, will be the date following the completion of two years from date of first commission. In making the calculation, service, both at home and abroad, is to be taken into account.]

(b) *If the officer is not a member of any of the above services, then—*

(i) If he belongs to a graded service, his name will be retained on it (as seconded), substantive promotion from grade to grade being given to him in due course, and his assumed pay will be that of the grade in which from time to time he is

NOTE —[If the officer belongs to a graded service in which the pay of appointments is progressive, his assumed pay will be the pay he last drew in Government employ. If he is promoted to a higher grade while in Foreign Service, his assumed pay will be the minimum pay of the grade to which he is promoted.]

(ii) If he does not belong to a graded service, the assumed pay will be that which he last drew in Government service. If, while

he remains in Foreign Service, he is substantively promoted by the Local Government under which he was last employed to another appointment on higher pay, the assumed pay shall be the pay of such appointment

NOTE —[No such officer may while on leave ...]

... Article 155.

Insert the following as Note 4 under clause (a) (i) of this Article :—

NOTE 4 —[The Chairman and the Deputy Chairman of the Bombay Port Trust contribute for pension only at the rate of $\frac{1}{10}$ th of assumed pay, the leave allowance of these officers for such leave as has been earned in its service being paid by the Trust]

(5th Edition No 6 dated 1710)

The contribution is not calculated on a higher salary than the 100% amount

(b) An officer is not permitted to withhold the contribution upon condition for pension or leave : unless he is specially ex-

(c) An officer of a Local Fund transferred to Foreign Service of the first kind cannot make any contribution under the terms of this Section even though the Local Fund by which he is employed may contribute for a pension for him under these Regulations Transfers to Foreign Service of the first kind can only be made from qualifying (British) service

NOTE —[As an exception to this clause an officer paid from and rendering pensionable service under a Patwar Fund transferred to Foreign Service may make contributions to General Revenues, and count his Foreign Service for pension as if paid from General Revenues]

753A. A copy of the order sanctioning an officer's transfer to Foreign Service must always be communicated to the Audit Officer (Article 772) by the authority by whom the transfer is sanctioned.

No 81.

Page 208 Article 754

Substitute the following for the first five lines of this Article —

754. Whatever may be the actual pay and allowances drawn by an officer in Foreign Service from his employers, his salary, for the purpose of calculating the pension and the share of the leave allowances payable to him by Government, and of requiring a contribution towards the cost of such pension and leave allowances shall be assumed to be as follows —

- (A) If the officer is on a time scale of pay, the pay which he would have drawn from time to time had he remained in British Service
- (B) For officers who are not on a time scale of pay —

(6th Edition No 81 dated 3.11.11)

— *maximum on which a contribution is required would, in a case in which the maximum furlough allowance is £250 a quarter, be Rs 2,500 a month, and in one in which it is £120 a quarter, Rs 1,200 a month.*

Exception.—In the case of an officer promoted from a subordinate grade to any of the special services who was lent to Foreign Service after the 30th August 1905, assumed pay shall be taken as the pay he would draw from time to time on the Government list of the special service

NOTE 1 — [Percentage deductions (e.g., for Civil Fund in the case of a member of the Indian Civil Service) will be calculated upon the "assumed salary"]

NOTE 2 [In the case of Royal Engineer officers, the date to be taken for purposes of calculating assumed pay under this Article is the date of arrival in India, will be the date following the completion of two years from date of first commission. In making the calculation service, both at home and abroad, is to be taken into account]

(b) If the officer is not a member of any of the above services, then—

- (i) If he belongs to a graded service, his name will be retained on it (as seconded), substantive promotion from grade to grade being given to him in due course, and his assumed pay will be that of the grade in which from time to time he is

NOTE — [If the officer belongs to a graded service in which the pay of appointments is progressive his assumed pay will be the pay he last drew in Government employ. If he is promoted to a higher grade while in Foreign Service, his assumed pay will be the minimum pay of the grade to which he is promoted]

- (ii) If he does not belong to a graded service, the assumed pay will be that which he last drew in Government service. If, while

he remains in Foreign Service, he is substantively promoted by the Local Government under which he was last employed to another appointment on higher pay, the assumed pay shall be the pay of such appointment

NOTE—[No such officer may hold an office — — —]

No. 253.

Page 209. Article 755

Substitute the following for Note 4 under clause (a) (i) of this article as inserted by Correction Slip No 6, dated 1st July 1910 —

NOTE 4.—[The Chairman and Deputy Chairman of the Bombay Port Trust and the Chairman City of Bombay Improvement Trust contribute for pension only at the rate of $\frac{1}{4}$ th of assumed pay the leave allowance of these officers for such leave as has been earned in foreign service being paid by the Trusts]

(5th Edition, No 253 dated 1912)

— — — — — whose pension is subject to the maximum of Rs 5,000 a year, the contribution shall not be calculated on a higher salary than Rs 1,500 a month if he is subject to the European Service Leave Rules and Rs 1,250 a month if he is subject to the Indian Service Leave Rules

NOTE 1 —[In the case of officers transferred to Foreign Service before 1st September 1896 the maximum salaries on which contribution is calculated are Rs 1 250 and Rs 1 000 respectively for officers subject to the European and the Indian Service Leave Rules]

Page 209 Article 755

Insert the following as Note 4 under clause (a) (i) of this Article —

NOTE 4 —[The Chairman and the Deputy Chairman of the Bombay Port Trust contribute for pension only at the rate of $\frac{1}{4}$ th of assumed pay, the leave allowance of these officers for such leave as has been earned in its service being paid by the Trust]

(5th Edition No 6 dated 1910)

the contribution is not calculated on a higher salary than Rs 533½ a month]

(b) An officer is not permitted to withhold the contribution upon condition that it shall not count for pension or leave service or, unless he is specially exempted by this Article

(c) An officer of a Local Fund transferred to Foreign Service of the first kind cannot make any contribution under the terms of this Section even though the Local Fund by which he is employed may contribute for a pension for him under these Regulations. Transfers to Foreign Service of the first kind can only be made from qualifying (British) service

NOTE —[As an exception to this clause an officer paid from and rendering pensionable service under a Patwar Fund transferred to Foreign Service may make contributions to General Revenues and count his Foreign Service for pension as if paid from General Revenues]

756. (a) The rates of contribution prescribed in Article 755 apply to all officers transferred to Foreign Service after the 7th of January 1889. The rates previously in force continue to operate, in the case of officers transferred before that date, subject to the following conditions —

- (1) That in the case of officers of the Public Works or Railway Department transferred to the service of a Railway Company, on terms agreed upon between Government and the Company, their appointments under the Company remain unchanged. If their appointments are changed, or if they enter on fresh engagements even without returning to the service of Government they become subject to the new rates of contribution. It will rest with the Government of India in the Railway Department to decide whether the appointments have been changed or not,
- (2) That in the case of all officers transferred to Foreign Service, the former rates of contribution will operate only until the new rates are applied, in each case, under the orders of the Local Government by whom the officer was transferred. In all cases in which the new rates have not been so applied, and in which the officers' salary may not, under existing rules, be increased without the sanction of the British Government, such sanction will, in future, be subject to the condition that the increase shall not be liable to contribution, and shall not be reckoned for any purpose of leave allowance or pension.

(b) Previous to the 7th of January 1889, the rates of contribution were determined by the following rules —

From every officer transferred to Foreign Service who does not wholly resign the service of the British Government or who is not for recorded special and public reasons exempted from the operation of this rule, a contribution is levied as follows —

(A) In the case of a member of the Indian Civil Service—at the rate of $16\frac{2}{3}$ per cent. (one sixth) on the gross salary which he receives from his foreign employers.

(B) In the case of any other officer—at the rate of $14\frac{2}{3}$ per cent. (one seventh) on the gross salary which he receives from his foreign employers, provided always that contribution from a Civil officer other than a member of the Indian Civil Service or a Civil Engineer shall in no case exceed Rs. 166½ a month, and from a Civil Engineer Rs. 233½ a month.

Foreign Service out of India

757 (a) Officers transferred to Foreign Service out of India contribute for pension only. Such contributions are regulated by the provisions of Articles 754 and 755. The rate leviable in the case of officers of the special services mentioned in Article 753 (iii)(b) is one sixth of their assumed pay, which represents the proportionate share on account of pension only of the one fourth prescribed in Article 755 (a) (i) for both leave and pension.

(b) Foreign Service out of India does not count as service for leave under Indian rules, and the lent officers will be subject to the rules as to leave and leave allowances laid down by the foreign employers, or to such arrangements as may be made on their behalf by the Government of India or by the Secretary of State in Council. They should make themselves

acquainted with such rules or arrangements in regard to leave before accepting foreign employment

NOTE 1 —[Members of the Indian Civil Service on Foreign Service out of India must continue to pay annuity deductions on their assumed pay, as prescribed in Note 1, Article 79.]

NOTE 2 —[In the case of a Military officer the contribution covers the liability of Indian Revenues for temporary half pay or half pay pension in any case of an officer losing his health during Foreign Service out of India before becoming entitled to ordinary so called full pay pension.]

NOTE 3 —[See note under Article 77 (c).]

Foreign Service during Leave

757A An officer on furlough is not permitted to accept employment in Foreign Service except with the previous sanction of the Secretary of State or the Government of India according as his furlough is taken out of or in India

758 (a) An officer lent for other than Imperial purposes either to His Majesty's Government in England, or to a British Colony or to a Foreign State or Municipality, makes a contribution to the Indian Exchequer in accordance with the rules in this Chapter

(b) But if an officer while absent on Furlough is permitted to take employment of purpose of taking Indian revenues in addition to any allowance which may be assigned to him for the employment, in this case the contribution is not required for the period of the officer's employment as above, but will be payable from the date of the expiry of the Furlough should the officer continue in that Service under His Majesty's Government in England or under any Colonial or Foreign Government outside of India will in this case be held to begin from the date of the expiry of the Furlough

NOTE — [The sanction of the Government of India is required to the transfer of an officer to any service of the description mentioned in this Article.]

759 No officer employed as above on any duty unconnected with India shall, except as provided in Articles 758 and 760, receive any allowances from Indian revenues while so employed

760 If an officer is, when transferred, entitled to Privilege leave and obtains it with the avowed intention of taking employment under the Egyptian Government he may draw his Privilege leave allowances from Indian revenues in addition to any allowance from the Egyptian Government without being required during the period of leave to contribute for pension in respect of employment in Egypt. The right to receive Privilege leave allowance is, however, contingent on his return to duty under the Indian Government on the expiry of the leave if therefore, he continues in the service of the Egyptian Government after the end of seven days from the date of

expiry of his leave, the leave will be considered as cancelled, and the officer's Foreign Service will be held to have begun on the date from which he availed himself of his Privilege leave

Temporary Transfers

761 (a) No contribution is levied from an officer transferred to Foreign Service in India for a special temporary duty not lasting more than six months. Provided that exemption can only be claimed under this Article if it is specially provided for from the beginning as part of the terms of the arrangement under which the transfer is made

NOTE —[In determining whether contributions are payable or not the point to be considered is the duration of the appointment or duty to which the officer is transferred, and not the duration of the particular officer's employment in the appointment or on the special duty]

(b) In these cases the rule in Article 753 (iii) as to ten years' qualifying service need not be applied, and the officer cannot, for the purposes of leave allowance and pension, count for the time passed in such service higher salary than he had when he was transferred to it

1 In arranging for the transfer of an officer's services under this Article it should always be stipulated that in the event of the transfer exceeding the limit of six months, the prescribed contribution must be paid for the whole period of transfer

NOTE —[The Local Government may by a general or special order delegate its powers to sanction transfers for temporary duty not lasting more than six months to any officer not below the rank of Political Agent]

762 The Local Government may remit the contribution for any period during which an officer on Foreign Service is temporarily employed under the British Government on duties additional to, or distinct from, his duties on Foreign Service

Exemptions from Contribution

763 The following officers are exempted from contribution under the above rules, and their leave allowances and pensions are calculated according to the rules applied to Government service —

- (a) Subordinates in the Revenue Survey temporarily lent to Municipalities for duty, which, though paid for by them also promotes Imperial interests
- (b) The Chairman and Deputy Chairman of the Corporation of Calcutta
The President of the Municipal Corporation of Madras
The Municipal Commissioner for the City of Bombay
The President of the Rangoon Municipality
The Chairman of the Cawnpore Municipality
The Chairman of the Allahabad Municipality

NOTE —[The exemption of these officers from the operation of the rules in this Chapter does not in the case of members of the Indian Civil Service, relieve them of the liability imposed under Article 556 (b)]

- (c) Officers lent to the Nair Brigade of the Travancore State. The Travancore State pays a portion of the Furlough allowances of officers attached to the Brigade
- (d) Officers lent to the Travancore State to fill the office of Durbar Physician or any offices held by officers of the British Government on the 29th January 1873
- (e) Medical officers lent to charitable dispensaries or hospitals in British India

NOTE —[This exception does not apply in any Province in which the changes in the conditions of service of Assistant Surgeons authorized by the Resolution of the Home Department]

ment No. 1141 1150 of August 2^o 1898 have been brought into operation. In those Provinces the payments made by Local Bodies for the services of Assistant Surgeons lent to hospitals and dispensaries must include contributions under the ordinary rules]

- (f) Deputy Superintendent of Vaccination Calcutta, who is paid from Municipal Funds, also, except in Bombay, the following officers of the Vaccination Department —
- (1) Inspectors and Native Superintendents, (2) Vaccinators who were before 27th November 1906 enrolled as officers of Government and are employed in Cantonments or under Municipalities and Local Boards, and (3) all Vaccinators in Upper and Lower Burma other than those employed by Municipal and Town Committees
- (g) Officers of the Royal Indian Marine lent to Port Trusts. The pensions and leave allowances of these officers are (except in the case of Privilege leave) borne wholly by Government
- (h) Assistant Opium Agents in Native States, and their establishments, who are paid by the Native States

Section II.—Conditions of Foreign Service of the second kind

764 Appointments to this class of Foreign Service require the sanction of the Local Government which controls the expenditure, and the transfer of officers from qualifying service is regulated by Article 753. If the service is paid from the revenues of a Native State, the sanction of the Government of India in the Foreign Department is required to the grant of allowances in excess of the amount admissible under clause (iv) of Article 753, but when an appointment of a permanent character has been sanctioned under proper authority, the separate sanction of the Government of India is not required in the case of each officer who may from time to time be appointed to it.

765 The service must be strictly connected with the management or control of the Government and appointments existing apart from that management and control can be made only under the conditions of Foreign Service of the first kind. If it is necessary, after Government has relinquished control, to continue the services of the Government officer, he comes under the rules applicable to Foreign Service of the first kind.

this Chapter

Acting Appointments

766 The salary of an officer appointed to act for an officer on Foreign Service of the second kind is calculated according to the rules in Part II.

Example—A B, an officer subject to the European Service Leave Rules receiving a pay of Rs. 500 from the British Government officiates in an appointment in Foreign Service, the pay of which is Rs. 1 000. A B's salary is—

Pay	Rs.
Acting allowance ($\frac{1}{2}$ 1 000—500)	500
	333½
Salary	833½

The charge to the Foreign Service would be Rs. 833½ + $\frac{1}{2}$ of Rs. 833½ or Rs. 1 041½

Contribution required

767 Whenever an officer is transferred by competent authority from qualifying service to Foreign Service of the second kind, arrangements should be made not only to pay him the sanctioned salary of the office, but also to recover from the funds of the Foreign Service or Trust, the prescribed contribution for his pension and leave allowances

768 For every officer transferred in the manner specified in Article 764, who is not, for recorded special and public reasons, exempted wholly or in part from the operation of the rules in this Chapter, contribution should be levied as follows —

(a) In the case of an officer subject to the European Service Leave Rules, one fourth of his actual sanctioned salary

(b) In the case of an officer subject to the Indian Service Leave Rules, one fifth of his actual sanctioned salary if he is a gazetted officer, and one sixth of his actual sanctioned salary if he is not gazetted

That is, if the officer's sanctioned salary is Rs 1,000, the foreign funds must pay him Rs 1,250, or Rs 1,200, or Rs 1,166 $\frac{2}{3}$, as the case may be, he will retain Rs 1,000 and pay the rest to Government as contribution

Provided that, in the case of an officer whose pension is subject to the maximum of Rs 5,000 a year, the contribution shall not be calculated on a higher salary than Rs 1,500 a month in the case of officers subject to the European Service and Rs 1,250 a month in the case of those subject to the Indian Service Leave Rules

This rule does not entitle an officer to include "acting allowances" in "emoluments" for the purpose of the calculation of pension

NOTE 1 —[In the case of officers transferred to Foreign Service before the 1st September 1896 the maximum salaries on which contribution is calculated are Rs 1,250 and Rs 1,000 respectively for officers subject to the European and the Indian Service Leave Rules]

NOTE 2 —[For a member of the Indian Civil Service a sanctioned salary of Rs 1,000 in Foreign Service is the equivalent of a sanctioned salary of Rs 1,041 $\frac{1}{2}$ in Government service, as the latter is subject to 4 per cent. deduction while the former is not. The Civil Fund deductions will be calculated at a percentage on the Rs 1,000]

NOTE 3 —[The provisions of Article 756 (a) apply to Foreign Service of the second kind]

(c) From inferior servants the contribution required is one anna in the rupee for pension only. The Government of India pay no leave allowances to such servants

769. No contribution is required from Political Officers employed in offices held by British officers in the Kolhapur State on the 18th August 1875

Section III —Rules for payment of Contributions.

770 If the salary of an officer is paid under the orders of the Accountant General at a British Government Treasury, the required contribution.

is deducted at the time of payment. In all other cases the officer himself must pay the amount directly to the British Government in the manner prescribed in the following rules. The Government will not ordinarily enter into any direct arrangements with the foreign employers of its officers or make any direct demands upon them.

NOTE.—[The contributions of officers lent to Mysore and Kashmir are paid by the States through the Comptroller, Mysore and Accountant General Punjab and not by the officers themselves.]

Rules of Procedure

771 An officer transferred to Foreign Service of the first or second kind and permitted by competent authority to retain claim to pension or absentee

No 330.

Article 772

Substitute the following for clause (b) (1) of this Article, as inserted by correction slip No 322, dated the 1st August 1913 —

- (1) Officers lent to His Majesty's Government or to British Colonies, Protectorates, etc. In such cases, if the loan is to the War Office, a share of the pension ultimately granted to the officer is paid by the War Office under separate arrangements but if it is to a British Colony or Protectorate pension contribution is paid during the period of the loan by the employing Government either to the Government of India or to the India Office. When, however, an officer is allowed to take up duties under the War Office he may in certain circumstances be required to pay a pension contribution in respect of the period of the loan.

(5th Edition No 330 dated the 23rd October 1913)

NOTE.—[The contributions for pension from Military officers lent from India for Foreign Service out of India (see Article 57) will be realised by the Comptroller India Treasuries in the manner laid down in these Regulations.]

773 The officer transferred must, immediately he is relieved of his duty under the British Government report to the Account Officer (Article 772), the time and date on which he made over charge and furnish particulars regarding his salary in Foreign Service and his postal address. He should also report the date on which he takes and that on which he relinquishes, charge of his appointment in Foreign Service. Any change in these particulars and any leave taken by him should also be reported to the Account Officer, and he must furnish all information which may at any time be required from him by the Account Officer.

Date from and to which Contribution is payable

774 (a) The salary of an officer on Foreign Service must be borne by the foreign body to whose service he is transferred, and his contribution

to Government must commence from the date on which he is relieved from his duty under the British Government

(b) The salary to be paid by the foreign body and the contribution to Government will cease—

(i) In the case of an officer lent to a foreign employer in India from the date on which he is relieved from his duty under the foreign body

(ii) In the case of an officer lent to a foreign employer out of India, from the date on which he resumes charge of his appointment under the British Government

(c) The amount of joining time and of net salary to be paid during joining time are regulated by the rules in Chapter IX

Remittance required

775 The officer must not later than fifteen days after the end of the quarter for which salary in Foreign Service is earned remit direct to the Account Officer (Article 772) the amount payable by him on account of contribution in respect of his salary for the quarter the remittance to be advised in such form as the Account Officer may require. When the contribution falls into arrears the Account Officer should forward to the officer a copy of Article 776 with a request for payment

776 If the officer fails to make a remittance within the said period of fifteen days or if the amount remitted is less than that properly payable interest at the rate of 4 pias a day per 100 rupees will be levied upon the amount due from the date of expiry of the fifteen days until the date of receipt of the remittance by the Account Officer. If any amount due is not paid up together with the interest for the time it has been overdue within twelve months of its accrual the Account Officer should inform the officer that in consequence of the default in payment his claim on the Government for pension and leave allowances has lapsed and should intimate to him the amount due up to the date of the communication. If the officer desires to have his claim revived he should pay the amount specified in the Account Officer's letter and submit a representation to the Local Government who will deal finally with it

777 In the case of members of clerical establishments transferred to Foreign Service of the second kind the responsibility for payment of contributions and compliance with the rules rests with the officer entrusted by Government with the control of the Fund or administration of the Trust

778 No officer has any right of property in contributions made by or for him or any claim upon Government in respect to such contributions except to receive such pension or absentee allowance as may become admissible to him in accordance with the rules of the service to which he belongs

Section IV.—General Conditions of Service

As to Leave and Pension.

779. (a) In return for the contributions prescribed in Article 755 (a) (i), the Government accepts the charge for the officer's pension, and also that for his absentee allowances [except on Privilege leave, when it pays only assumed pay calculated on the basis of the pay he would have received if he were on duty], in the same manner and to the same extent as if he were in the regular service of Government, saving only that the calculation of pension or absentee allowance is based upon the pay upon which he contributes (see Article 754) and not upon the amount which he receives from his foreign employer

a Civil Service
provide for the
800 (net) the
use the leave
nt payable will

be only Rs 480]

NOTE 2.—The whole of the leave allowance of an officer on Privilege leave who has contributed to the pension fund shall be paid to him on his return to service.

(b) In return for the contribution prescribed in Article 755 (a) (ii), the Government accepts the charge for the officer's pension, but not for his absentee allowances, of which it pays only its share according to the Rule of Proportions, calculated on assumed pay [Article 754 (b)]

780 In return for the contribution prescribed in clauses (a) and (b) of Article 768, the Government accepts the charge for the officer's pension and absentee allowances (except during Privilege leave when it pays only its share according to the Rule of Proportions and during which the contribution is paid as if the officer were on duty) in the same way as if he were in its own service

781 An officer who contributes for pension only must, during Privilege leave, pay his contribution as if he were on duty, and if, after return to his British appointment, he takes Privilege leave, a portion of which was earned by Foreign Service, he will receive from the General Revenues the Government share of his leave allowance, according to the Rule of Proportions, and must pay to the General Revenues the contribution required by Article 755 (a) (ii) for that portion of his Privilege leave which was earned by his Foreign Service

782. The pension and leave of an officer on Foreign Service, whether acting or permanent, are regulated by the rules which apply to officers of the

Page 218. Article 782 A.

Substitute the following for this Article :—

782 A. An officer lent on Foreign Service conditions to a Native State will not be allowed to retire voluntarily from the British service on pension while remaining in that of the Native State.

NOTE.—(For the purpose of this Article retirement shall be deemed to have taken place when an officer (1) retires on medical certificate—Article 411, (2) retires on pension—Article 412, (3) in the service under the special rules of officers not coming under such special rules.

(5th Edition No 27, dated 1.10.10)

782 B. When any officer lent on Foreign Service conditions to a Native State retires from British service (see Article 782 A,) without, at the same time, retiring from the service of his foreign employer, the Audit Officer shall communicate to the foreign employer through the usual authorities a statement showing the date of retirement and the amount of pension drawn from the British Government with the view of enabling the foreign employer, if so inclined, to revise the existing terms of employment.

783. Subject to the regular rules, any saving arising from the absence of a permanent officer accrues to his employer, except when an officer is exempted from the payment of the contribution prescribed in Article 755 [see Article 763, Exception (b)], when the saving should be paid to the British Government.

Pensions from Native States and other Foreign Bodies.

784. Except with the sanction of the Government of India, no officer belonging to the service of, or in receipt of a pension from the British Government, who is employed under a Native State or other foreign body, may accept a pension or gratuity from such State or foreign body.

Uncovenanted Service Funds

785. In addition to the contribution prescribed in these rules, subscribers to the following pension funds pay to Government an additional premium of $\frac{1}{4}$ th or $\frac{1}{2}$ th of the premium paid to the Fund :—

(i) Bengal Uncovenanted Service Family Pension Fund—one-fourth

(ii) Bombay Uncovenanted Service Family Pension Fund.—

(1) Subscribers who joined the Fund on or before 12th

November 1900 one fourth.

(2) Those who joined after that date one sixth.

(iii) Bengal and Madras Service Family Pension Fund one sixth.

NOTE 1—[Subscribers to the Uncovenanted Service Family Pension Funds transferred to service under a local fund, which qualifies for pension payable from the local fund, must, while employed under the local fund, pay the additional premium prescribed in this Article.]

NOTE 2—[The premium when due from subscribers to the Bengal Fund, is collected by the Directors of the Fund and adjusted in communication with the Comptroller, India Treasury.]

Lien on Government Appointment

786. Whenever an officer is transferred from qualifying service to Foreign Service, it must be arranged that he does not forfeit a lien upon or a right to return to a substantive office under the British Government. His *locum tenens* can hold the appointment only in subordination to such lien by the absentee, but, subject to this condition, the *locum tenens* may be appointed provisionally if the transfer is to duty of a permanent kind (Article 89) or substantively *pro tempore* if not.

787. An officer so transferred is, when he returns to British service, entitled to resume the position in which he left it, and he cannot return to acting service under the British Government without reverting also to his substantive British office, the *locum tenens* of this office thereupon falling back upon acting allowances. If he holds a progressive appointment, his Foreign Service does not count towards increments, but such service may, with the sanction of the Local Government, be allowed to count, if the officer is doing the same kind of work as that of his Government appointment and is acquiring experience likely to make his services more valuable when he returns to it.

788. No officer, while acting in any appointment under Government, or the pay of which is regulated by Government, is entitled to allowances on account of any foreign office. But there is no objection to his being permitted to retain a lien upon such an office or to the actual incumbent being appointed thereto during his absence, substantively *pro tempore*.

Applications for Leave

789. Privilege leave may be granted by the foreign employer if reported by the Account Officer concerned to be admissible under rule

790. Applications for any other description of leave should be made through the foreign employer to the Local Government under which the officer was serving before transfer to Foreign Service.

Exception—Subject to the usual report by the Audit Officer the authority competent to fill an appointment in the Court of Wards serves—
 to a non gazetted officer transferred to—
 the unexpired term of—
 to the—

the authority competent
 save under this Article
 leave does not exceed
 grant is promptly sent
 leave had the officer

does not apply and no report need be called for from the Audit Officer under Article 789 in cases in which the applicant contributes for pension only [see Article 755 (a) (ii)], and no claim arises against the British Government for a share of the absentee allowance

Section V.—Special Cases.

792 An officer of the Education Department, who is transferred by the Local Government in the public interest to a non departmental College or School managed by a Board on which the Local Government is represented,

793. Officers employed in the Rajkumar College, Kathiawar, are allowed to contribute under these Regulations and those of them who avail themselves of this concession count service from the date on which they begin to pay the prescribed contribution. The pension and leave allowance due to officers in respect of their service in the College before the date on which they begin to contribute, will be charged to the source from which they received their pay, any adjustment necessary on account of service rendered before the date of contribution being made according to the Rule of Proportions

Chapter XLI.—Foreign Service of the third kind.

794 In the case of Foreign Service of the third kind, the relations between Government and the officers employed in respect to their pensions and leave allowances are the same as if they were in ordinary Government service

Contributions required

795 The cost of the service should be recovered from the person or body on whose account the service is rendered, the officers themselves not being responsible for the payment of contributions. The amount to be recovered should not vary with the actual expenditure of any month. It should be the sum of—

- (1) the gross sanctioned cost of the service, and
- (2) the amounts required according to Article 768 to provide for pensions and leave allowances, these amounts being calculated on the sanctioned rates of pay of the members of the establishment

The amount to be recovered will not be altered, because of the grant of Privilege leave to any member of the establishment, unless additional expense is caused by the appointment of an officiating officer, if additional

expense is so caused, the amount of it should be recovered in addition to the amount fixed as above, but without any provision for leave and pension contribution under (2)

If in any period the expenditure incurred, or to be incurred, should be considerably less than the sanctioned cost, the Local Government may reduce the amount of the recovery, the reduction being roughly proportionate to the difference

The omission of item (2) from the amount of the recovery will require the same special sanction as is required for the remission of contributions under Article 768

NOTE 1—[When a Political Agency is established at the charge of a Native State, the State must pay to the British Government in respect of the pension and absence allowances of every member of the establishment whether gazetted or not, the contribution prescribed in Article 768]

NOTE 2—[The undermentioned officers are exempted from the payment of contribution under this Article — and the clerk in his office, the Asst-

Local Funds]

Chapter XLII.—Service under Local Funds.

Section I—Pensions

796 Apart from any special provisions made under the following rules service paid for from a Local Fund does not qualify for pension

797 In the case of the Local Funds which up to 1st April 1908 were treated as Incorporated the Local Government may subject to any provisions of law applicable to the case, allow the Trustees Committee, or Managers to treat the service as qualifying, and may itself do so in the case of funds under its own direct administration

798 The same procedure should be observed in the calculation, grant and payment of pensions for service treated as qualifying under Article 797, as is prescribed for pensions payable from General Revenues, but the pensions must be paid from and charged against the Local Fund

NOTE—[See the notes under Article 807]

799 When part of the pensionable service of an officer qualifies for pension from the General Revenues and part from the Local Funds which up to 1st April 1908 were treated as Incorporated his pension is paid and charged according to the Rule of Proportions it is not admissible to disregard the pensionable Local Fund service, and award a pension only for the service paid from General Revenues. Provided that if under this rule less than one fourth of the pension would be payable from either source, no distribution shall be made, in such case the other source shall bear the whole charge

Teachers appointed to schools transferred to the management of Local Boards are entitled to pension from the General Revenues if the Local Government makes a part of its contribution to the school in the form of free pensions

805 If an officer, whose service is reckoned as pensionable under the provisions of Article 802, is transferred to the similarly pensionable establishment of another Local Fund, the transfer will not interrupt the continuity of service for pension. Transfers may also be made between such service under Local Funds and service in Government establishments

806 Article 786 does not apply to an officer transferred to service under a Local Fund under the conditions and limitations of Foreign Service of the second kind otherwise than as a merely temporary arrangement, but it does refer to transfers to service under a Local Fund under the conditions and limitations of Foreign Service of the first kind

Post Office Annuities

807 With the permission of the Government, the Trustees, Committee or Managers of any Local Fund may purchase from the Post Office a pension or annuity for any of their servants for whom such pension or annuity is not otherwise admissible. Provided that such pension shall not exceed the amount which the servant might have obtained if his service had been paid from the General Revenues

NOTE 1.—[When a pension is payable partly by Government and partly by a Local Fund, the Local Fund concerned may pay the capitalised value (calculated according to Table A in Appendix No 10) of its share of the pension into the Government Treasury instead of purchasing an annuity from the Post Office]

NOTE 2.—[A District Board or Municipality may, with the previous sanction of the Commissioner of the Division (in Madras of the Local Government), grant a gratuity, as such, to any of its servants in lieu of the annuity purchasable under this Article, if the gratuity proposed is not large enough to purchase an annuity of Rs 2 a month or more]

Local Fund Pension Funds

808 The Government does not guarantee the solvency of Funds formed by the subscriptions of Local Fund officers and established to provide pensions for the subscribers thereto

Exceptional Cases

809 In the following cases service paid from Local Funds qualifies —

(a) Service paid from the Cotton Frauds Improvement Fund which qualified for pension payable from that Fund prior to its exhaustion

(b) Second writers and daroghas in Jail establishments in the Bombay Presidency formerly paid from a Jail Labour Fund

(c) Muharrirs attached to the Court of any Honorary Magistrate in the Central Provinces and paid from Municipal Funds

(d) Officers in the United Provinces transferred in connection with the introduction of the Local Self Government scheme before the 1st April 1885 to service under Local Committees constituted under Acts III and IV of 1878

(e) Officers in Assam transferred after the 10th May 1882, and before the 12th May 1884, to service under Local or District Committees constituted by the Assam Local Rates Regulation (1879)

(f) Officers in the Punjab transferred before the 1st July 1886 to service under District Boards constituted under Act XX of 1883

(g) Service paid from the "Quetta Revenue Fund" before the 1st April 1883, from which date the charges previously paid from the Fund became charges on the General Revenues

Section II.—Leave, Acting and Travelling Allowance Rules.

810 Service under the Local Funds which up to 1st April 1908 were treated as Incorporated may qualify for leave under Part III, but the allowance in the Local Funds and General Revenues. Provided that, if the leave is payable from either source, the whole of the allowances shall be charged to the other source

811 Except in the case of employés of Local Funds which under legal enactment, or under rules framed under such enactment, have special rules regulating all or any of such matters, no leave, or allowances during leave, or acting allowances to an officer paid from a Local Fund, or from any other sources under the control of a Government officer, shall, without the express sanction of the Local Government, exceed what would be admissible under the rules which apply to an officer paid from General Revenues

812. The salary of an officer whose substantive office is paid from a Local Fund appointed to act in an office paid from the General Revenues is calculated as it would be if his substantive office also were paid from the General Revenues

813 Applications for leave are ordinarily made to the Managers of the Local Fund concerned, but when the officer contributes for pension and leave or pension only, Articles 789 to 791 should be complied with

814. The travelling allowance rules in Part XI do not apply to officers paid from a Local Fund or from any sources other than General Revenues under the control of any Government officer, but the travelling allowance paid to such officers shall not, without the express sanction of the Local Government, exceed what would be admissible to similar officers under Part XI

PART VIII.—RECORD OF SERVICE

GENERAL ARRANGEMENT

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PART VIII.—RECORD OF SERVICE.

Chapter XLIII.—Record of Service.

Section I.—Gazetted Officers.

815. (a) A record of the service of gazetted officers and of Myooks in Burma is maintained by the Audit Officer under arrangements which differ in different departments. The general arrangement to be observed is that the Service Registers should be kept by the Audit Officer who audits the salaries, and that, when an officer passes from one audit circle to another, a record of his past service should be passed on from the Audit Officer whose circle he leaves to the Audit Officer to whose circle he is transferred.

(b) In the case of Chaplains the record is kept by the Comptroller, India Treasuries, for Chaplains of the Bengal establishment, and by the Accountants General of Bombay and Madras for those of the Bombay and Madras establishments.

(c) When a Chaplain of the Church of Scotland is posted to or relieved from the charge of a regiment, the Military Department should inform the Accountant General concerned.

No. 258.

Article 815. Page 229.

Delete the words "Public works or of the" and "Public works or" in the first and second lines of Note 2 under this Article.

(5th Edition, No 158, dated 1-4-12.)

816 With the exceptions noted below, every non gazetted officer holding a substantive appointment on a permanent establishment is required to keep up a Service Book (Form No 23) in which every step in his official life should be recorded, each entry being contemporaneously attested by the head of his office. If the officer is himself the head of an office (e.g., a Postmaster or a Sub-Inspector of Police), the contemporaneous attestation should be made by his immediate superior. The following are the excep-

No. 314.

Article 816 Page 229.

Substitute the following for exception (3), as amended by correction slip No 236, dated 2nd January 1912, under this Article:—

(5th Edition, No 314, dated 1-4-12.)

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one pay
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817. Except in the case of runners, boatmen, and coolies in the Post Office Department and permanent subordinate non pensionable employes on State Railways, in all cases where Service Books are not kept, Service Rolls, such as those prescribed for the Police in Article 823, should be maintained

818 A Service Book is supplied at his own cost, to every officer on his first appointment. It is kept in the custody of the head of the office in which he is serving, and transferred with him from office to office. It may be given up to the officer if he resigns or is discharged without fault, an entry being first made therein to this effect

819 It is the duty of every officer to see that his Service Book is properly kept up, and that all erasures in it are properly attested. If the book is not carefully kept up, difficulties may arise as to verification of service, when the officer applies for pension

820 Personal certificates of character should not, unless the Local Government so directs, be entered in column (13), but if an officer is reduced to a lower substantive appointment, the cause of the reduction should always be briefly stated thus—"Reduced for inefficiency," "Reduced owing to revision of establishment," etc

821 Every period of suspension from employment, and every other interruption in service, should be noted, with full details of its duration, by an entry written across the page, and attested by the head of the office or other attesting officer

1 The head of the office should take efficient measures to see that these entries are made with regularity. The duty should not be left to the non gazetted officer concerned

822 (a) If the officer is transferred to Foreign Service, the head of the office or department should send his Service Book to the Accountant General, who will return it after noting therein, under his signature, the orders of Government sanctioning the transfer, the effect of the transfer in regard to leave admissible during Foreign Service, and any other particulars which the Accountant General may consider to be necessary in connection with the transfer. On the officer's re transfer to the British Service, his Service Book should again be sent to the Accountant General who will then note therein, under his signature, all necessary particulars connected with the officer's Foreign Service

1 No entries made in the Service Book of an officer on Foreign Service of the first kind can be attested by any officer except the Accountant General

2 Rule 1 does not apply in the case of Public Works and Railway Subordinates (vide rule 2 under Article 815)

(b) In cases in which the salaries are audited by an Accountant General this Article does not apply to Foreign Service of the second and third kinds

Section III.—Non Gazetted Police Service

823 In the case of Police officers whose pay does not exceed Rs 20, there shall be kept up for each district by the District Superintendent of Police a Service Roll in English, in which shall be recorded the date of the

enrolment of each man in the Constabulary, his caste tribe, village, age, height, and marks of identification when enrolled, his rank, promotion, reduction or other punishment, his absences from duty, on leave or without leave, the interruptions in his service, and every other incident in his service which may involve forfeiture of portions of his service, or affect the amount of his pension. The roll shall be checked by the Vernacular Roll and Order Book and the Punishment Register, and every entry in it shall be signed by the District Superintendent of Police.

824 From this Roll the necessary statement of service of every applicant for pension shall be prepared, additional proofs being collected, as prescribed in Article 908, in respect of any service rendered before enrolment in the Constabulary which the applicant may be entitled to count.

PART IX.—PROCEDURE RELATING TO LEAVE.

GENERAL ARRANGEMENT.

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PART IX.—PROCEDURE RELATING TO LEAVE.

Chapter XLIV.—Applications for and Grant of Leave.

Section 1.—Applications.

825 Except as provided in Articles 811 to 815 and 848, an application for leave should be submitted to the Local Government, or other authority whose duty it would be to fill up the appointment of the applicant if it were vacant

1 When a gazetted officer applies for leave, he should quote the Article or Section of these Regulations under which he considers himself entitled to the leave.

Privilege Leave

826 An officer applying for Privilege leave must, except when the leave is combined with other leave under Article 233, record a declaration that he has no intention of retiring or of taking long leave of any kind, for three months after his return to duty. Though not absolutely debarred by this declaration from applying for permission to retire or to take long leave within the three months, he should, if he does so, explain his change of mind.

1 Formal joining at the end of Privilege leave with the intention of taking other leave ~~is~~ ^{is} ~~is not~~ ^{is not} permitted, as the other leave granted in such circumstances would

No. 342.

Page 235, Article 827-A—

Insert the following as a Note under this Article —

(5th Ed. No. 342 dated the 2nd March 1916)

by the Local Government

the head of his office, of the head of his department, the applicant, in the cases provided for in Article 831, present himself with two copies of

the statement of his case at the seat of the Government under which he is serving, or at such other place as may be appointed by that Government, where a Committee of Medical officers can be assembled under the orders of the Administrative Medical Officer of the Province, and when practicable, presided over by him. From this Committee the officer should obtain a certificate as follows —

We do hereby certify that according to the best of our professional judgment, after careful personal examination of the case, we consider the health of *C D* to be such as to render leave of absence for a period of (x) months absolutely necessary for his recovery

830 Before deciding whether to grant or refuse the certificate the Committee may, in a doubtful case detain the applicant under professional observation during a period not exceeding fourteen days (See Article 325)

831 If the state of the applicant's health be certified by a Medical officer, Commissioned or in charge of a Civil Station, to be such as to make it inconvenient for him to repair to the seat of the Government under which he is serving, or to any other place, the authority by whom the leave is granted may accept either,

(1) a certificate signed by any two Medical officers, Commissioned or in charge of a Civil Station, who need not belong to the same Province as the applicant, or

(2) if the authority concerned considers it unnecessary to insist upon the production of two medical opinions, a certificate signed by an officer in medical charge of a Civil Station and countersigned by either the District Officer or the Commissioner of the Division

832 The certificate obtained should then be submitted to Government for orders. The grant in Article 829 of the option of undergoing medical examination at the seat of the Government under which he is serving, or at any other place, does not confer on the applicant a right to proceed on leave without the sanction of the Government to which he is subordinate

No. 16

Page 236 Article 833.

Add the following at the end of this Article :—

"Subject, however, to any orders on the subject issued by the Local Government, the head of the office may, at his discretion, accept a certificate from the applicant's medical attendant without such countersignature"

(4th Edition No 16 dated 1-9-10)

may, after careful investigation of the case, either countersign the certificate or refuse to do so, as he thinks fit. No certificate should be submitted for countersignature without the cognizance of the head of the applicant's office

Substitute the following for this Article :—

838 (a) An applicant for an extension or commutation of leave on medical certificate who is residing in Europe, North Africa, America, or the West Indies, must satisfy the Medical Board at the India Office as to the necessity for the extension or commutation

Ordinarily he must attend at the India Office for examination at the Board, but, in special cases, particularly if he be residing at a distance of more than sixty miles from London, a certificate in a form to be obtained from the India Office and signed by two medical practitioners may be accepted. A certificate obtained outside England and signed by foreigners must be attested by consular or other authority as bearing the signature of qualified medical practitioners

(b) An applicant for an extension or commutation of leave on medical certificate who is residing in India or in any place not mentioned in clause (a) of this Article must submit with his application (which is to be submitted to the proper authority in India under Article 238), certificates from two medical practitioners in the following form —

We hereby certify that we have carefully examined Mr A B of the _____ who is suffering from _____ (the nature of the disease and the present condition of the officer must be fully detailed) and we declare upon our honour that according to the best of our judgment and belief he is at present unfit for duty in India, and that it is absolutely necessary for the recovery of his health that his present leave which will expire in India on _____, should be extended by _____ months
or less

Date _____

Place _____

The certificate must be attested by the Principal Medical or other authority where the officer resides

~~(c) In the case of a vacant appointment~~
by the authority whose duty it would be to fill up his appointment if vacant

The report of an Audit Officer is not required on the title to leave of an applicant who is not a gazetted officer

(c) The Local Government may, with or without restrictions, delegate the power of granting leave to any officer who, in its opinion can judge of the expediency of granting the leave and who can, without reference to higher authority, make the necessary arrangements for carrying on the absentee's duties during the leave. The Local Government may at any time withdraw powers delegated under this clause.

'd) An officer acting under clause (c) must in the case of a gazetted officer, first obtain a report from the Audit Officer that the leave is admissible. If he grants the leave, he must communicate his orders to the Audit Officer by insertion in the Gazette or otherwise. In delegating its powers of granting leave in accordance with clause (c), the Local Government will decide whether, in the case of gazetted officers, either the grant or the refusal of the leave should be reported to it.

842 A Local Government granting leave to a member of the Indian Civil Service on the Bengal, Madras, or Bombay Establishment serving out of his own Presidency, should inform the Government of India, Madras, or Bombay, as the case may be.

843 Leave to an officer appointed by a High Court is granted by the Chief Justice subject, in the case of gazetted officers, to the report of the Accountant General that the officer is entitled to the leave.

844—Cancelled

845—Cancelled

Section III.—Rules regarding Chaplains.

Church of England

846 Subject to the exigencies of the public service, Local Governments are empowered with the concurrence of the Bishop of the Diocese, to grant any Furlough or Special leave authorised by these Regulations to Chaplains serving within their respective jurisdictions. Priority of claim is determined in accordance with Article 310.

847 If a Chaplain who belongs to the Madras or Bombay Ecclesiastical Establishment, but is serving in the Bengal Presidency, applies for Furlough or Special leave, the Local Government under which he is serving will, if it grants the leave, inform the Government of Madras or Bombay, as the case may be.

848 The Bishop of the Diocese is empowered to grant Privilege leave to Chaplains under Article 592, subject to the public exigencies, of which the Bishop shall be the judge. But the grant, cancellation, or extension of such leave should be reported to the Local Government concerned.

849 All applications for leave should be accompanied by a certificate from the Accountant General, that the leave asked for is admissible, and should, as a general rule, be forwarded, through the proper channel, to the Bishop of the Diocese, who will transmit applications for Furlough or Special leave with his remarks to the Local Government concerned, and will himself dispose of applications for Privilege leave. In cases of urgency,

leave on medical certificate may be granted by the Local Government in anticipation of the concurrence of the Bishop, who should, however, be informed without delay

850 Except under orders of the Secretary of State, the term of Furlough or Special leave cannot be altered without the permission of the Government by which it was granted

851 Every Chaplain who obtains leave shall supply himself with a last pay certificate, and with a statement showing the allowances which he is entitled to draw while absent. These documents will be furnished by the Accountant General (see *Chapter XLVI*), and no leave allowances will be payable without their production

NOTE.—(If a Chaplain's term of twenty five years' service expires (see *Article 601*) during his leave, or during the period to which it is stated that it may be extended, the fact should be noted on the last pay certificate.)

852 A Chaplain shall report his return to duty to the Bishop, and to the Local Government by which his leave or furlough was granted.

853 If any Local Government shall see fit to refuse Furlough to any Chaplain on the ground of the exigencies of the public service, it shall report such refusal for the confirmation of the Government of India. This Article applies only to Chaplains on the Bengal establishment

Church of Scotland.

854 (a) Leave of absence to a Chaplain of the Church of Scotland attached to a regiment, is granted in the same manner as to officers of the Corps with which he is serving, subject to the recommendation of the leave by the Presidency Senior Chaplain of the Church of Scotland

(b) The leave of such a Chaplain appointed to a station, is granted by the Local Government and notified in the local Gazette

(c) In the case of the Presidency Senior Chaplain of the Church of Scotland in Bengal, the leave should be granted by the Local Government and by the Government of India concurrently, and be notified in the local Gazette and in the *Gazette of India*

Page 239. Article 855.

Substitute the following for clause (b) of this Article:—

855 (b) After the furlough or leave has appeared in order on the account officer in charge of the officer's record of pension service will, in the case of furlough to Europe, North Africa, America or the West Indies, forward to the Under Secretary of State for India a statement of the officer's service in the prescribed form. The statement is not required in the case of officers proceeding on furlough under the Staff or British Leave Rules

record of pension service should forward to the Under Secretary of State for India a statement of the officer's service in the prescribed form. The statement is not required in the case of officers of the British Army serving in India proceeding on furlough under British Leave Rules or Article 724, Army Regulations, India, Volume I, Part I.

855A Applications from Military officers in Civil employ who are subject to Military Leave Rules for privilege leave combined with furlough or other leave under the provisions of Note 2 to Article 606 of these Regulations, should be submitted through the Civil Accounts Officer who audits the officer's salary, and the Civil Accounts Officer when forwarding the application to the Local Government should report on the applicant's title to the combined leave after consultation with the Controller, Military Accounts, in charge of the officer's record of pension service.

856 (a) An application for furlough or leave in or out of India under Indian Military furlough or leave rules from an officer in permanent Civil employ or an officer holding an appointment in the Civil Department, the tenure of which is limited should be submitted through the Account officer* in charge of the officer's record of pension service, who will forward it to the Local Government, stating the furlough or leave regulations to which the officer is subject, and in addition—

(i) if the applicant is subject to the Military Furlough Regulations of 1868 or 1875—the particular rule or rules of the Regulations under which the furlough is admissible,

(ii) if the applicant is subject to the Leave Rules for the Indian Army—the year of service for pension he has entered upon, and the date on which that year commenced,

(iii) if the application is for leave in India—the particular rule of the Regulations under which the leave is admissible.

(b) In the case of officers subject to the leave rules applicable to Regimental officers of the British Army serving in India and holding Civil appointments applications for leave should be submitted direct to the Local Government. The Controller of Military Accounts will, on application, furnish the Civil auditors concerned with a certificate showing the rate of pay admissible during leave and how the leave may be extended or commuted.

(c) In the case of an officer in Civil employ proceeding on furlough under the Military Furlough Regulations of 1868 or 1875, the Account Officer in charge of the officer's record of pension service will furnish the Civil auditors concerned with the necessary certificate as in Form 1.

857 (a) After the furlough or leave has appeared in orders, the Local Government will, in the case of furlough or leave out of India (elsewhere than to the Colonies) on medical certificate, forward the medical statement of the officer's case to the Under Secretary of State for India.

* The Account Officer is defined in paragraphs 2, 3, 4 and 5 of the General Order in the Military Department No. 134, dated 8th February 1895, as modified by the General Order of that Department No. 1080 of 1895.

(b) All reports of officers' arrival from, and departure on, furlough or leave in or out of India with dates of embarkation and debarkation, as well as those of being struck off or of resuming duty, should be forwarded to the Account Officer in charge of the officer's record of pension service

(c) On the return of an officer from furlough or leave, it will be the duty of the Account Officer in charge of his record of pension service to satisfy himself that he has returned within his leave, and if not, to report the case to the sanctioning authority

858 When a Military officer subject to the Military Leave Rules applies for leave of absence on medical certificate, or proceeds to a seaport for the purpose of appearing before a Medical Board, he should communicate his intention to his immediate departmental superior when he sends in his application, or before he leaves his station, as the case may be

859 An application from a Military officer subject to the Military Leave Rules for Special leave under Article 316 should be submitted to the Local Government for sanction with a certificate from the officer in charge of the officer's record of pension service that he is entitled to it

860 A Military officer subject to the Military Leave Rules proceeding on Furlough or Special leave, cannot obtain a last pay certificate or a warrant, as the case may be, until he submits to the Audit Officer a certificate in Form 1 by the Account Officer in charge of his record of pension service

Commissioned Medical Officers

861 (a) An application for any leave except Privilege leave and leave on medical certificate from a Commissioned Medical officer in permanent or temporary Civil employment should be submitted by the applicant, together with the Audit Officer's certificate to the Local Administrative Medical Officer by whom it will be forwarded to the Director General, Indian Medical Service

The Director General will countersign the application if the state of the public service admits of leave being granted and forward it to the Local Government. If the state of the public service does not admit of leave being granted he will abstain from countersigning the application. On the application so countersigned, or from which countersignature has been withheld, the Local Government will be in a position to pass orders. The same procedure will be followed in the case of medical officers applying for extension of furlough on private affairs

(b) An application for any leave except Privilege leave and leave on medical certificate from a medical officer appointed by the Government of India should be forwarded with the Audit Officer's certificate through the Administrative Medical Officer and Local Government to the Department of the Government of India concerned who after consultation with the Director General, Indian Medical Service, will pass the necessary orders

NOTE.—[A Local Government granting leave or extension of leave to a Commissioned Medical officer in temporary Civil employment should communicate a copy of the order to the Principal Medical Officer, His Majesty's Force in India.]

record of pension service should forward to the Under Secretary of State for India a statement of the officer's service in the prescribed form. The statement is not required in the case of officers of the British Army serving in India proceeding on furlough under British Leave Rules or Article 724, Army Regulations, India, Volume I, Part I.

855A Applications from Military officers in Civil employ who are subject to Military Leave Rules for privilege leave combined with furlough or other leave under the provisions of Note 2 to Article 606 of these Regulations, should be submitted through the Civil Accounts Officer who audits the officer's salary, and the Civil Accounts Officer when forwarding the application to the Local Government, should report on the applicant's title to the combined leave after consultation with the Controller, Military Accounts, in charge of the officer's record of pension service.

856 (a) An application for furlough or leave in or out of India under Indian Military furlough or leave rules from an officer in permanent Civil employ or an officer holding an appointment in the Civil Department, the tenure of which is limited, should be submitted through the Account officer* in charge of the officer's record of pension service, who will forward it to the Local Government, stating the furlough or leave regulations to which the officer is subject, and in addition—

- (i) if the applicant is subject to the Military Furlough Regulations of 1868 or 1875—the particular rule or rules of the Regulations under which the furlough is admissible,
- (ii) if the applicant is subject to the Leave Rules for the Indian Army—the year of service for pension he has entered upon, and the date on which that year commenced,
- (iii) if the application is for leave in India—the particular rule of the Regulations under which the leave is admissible.

(b) In the case of officers subject to the leave rules applicable to Regimental officers of the British Army serving in India and holding Civil appointments, applications for leave should be submitted direct to the Local Government. The Controller of Military Accounts will, on application, furnish the Civil auditors concerned with a certificate showing the rate of pay admissible during leave and how the leave may be extended or commuted.

(c) In the case of an officer in Civil employ proceeding on furlough under the Military Furlough Regulations of 1868 or 1875, the Account Officer in charge of the officer's record of ~~service~~

Page 240 Article 857

Page 240. Article 857(a).

Substitute the words "Europe, North Africa, America, or the West Indies" for the words "Europe, or to any] of the Colonies in America or the West Indies"

(b) All reports of officers' arrival from, and departure on, furlough or leave in or out of India with dates of embarkation and debarkation, as well as those of being struck off or of resuming duty, should be forwarded to the Account Officer in charge of the officer's record of pension service

(c) On the return of an officer from furlough or leave, it will be the duty of the Account Officer in charge of his record of pension service to satisfy himself that he has returned within his leave, and if not, to report the case to the sanctioning authority

858 When a Military officer subject to the Military Leave Rules applies for leave of absence on medical certificate, or proceeds to a seaport for the purpose of appearing before a Medical Board, he should communicate his intention to his immediate departmental superior when he sends in his application, or before he leaves his station, as the case may be

859 An application from a Military officer subject to the Military Leave Rules for Special leave under Article 316 should be submitted to the Local Government for sanction with a certificate from the officer in charge of the officer's record of pension service that he is entitled to it

860 A Military officer subject to the Military Leave Rules proceeding on Furlough or Special leave, cannot obtain a last pay certificate or a warrant, as the case may be, until he submits to the Audit Officer a certificate in Form I by the Account Officer in charge of his record of pension service

Commissioned Medical Officers

861 (a) An application for any leave except Privilege leave and leave on medical certificate from a Commissioned Medical officer in permanent or temporary Civil employment, should be submitted by the applicant, together with the Audit Officer's certificate, to the Local Administrative Medical Officer, by whom it will be forwarded to the Director General, Indian Medical Service

The Director General will countersign the application if the state of the public service admits of leave being granted and forward it to the Local Government. If the state of the public service does not admit of leave being granted, he will abstain from countersigning the application. On the application so countersigned, or from which countersignature has been withheld, the Local Government will be in a position to pass orders. The same procedure will be followed in the case of medical officers applying for extension of furlough on private affairs

(b) An application for any leave except Privilege leave and leave on medical certificate from a medical officer appointed by the Government of India should be forwarded with the Audit Officer's certificate, through the Administrative Medical Officer and Local Government to the Department of the Government of India concerned who after consultation with the Director General, Indian Medical Service, will pass the necessary orders

NOTE.—[A Local Government granting leave or extension of leave to a Commissioned Medical officer in temporary Civil employ should communicate a copy of the order to the Principal Medical Officer, His Majesty's Forces in India.]

Substitute the following for this Article —

862 Leave allowances are payable in India after the end of each calendar month, but an officer on leave out of India may at his option take payment at the Home Treasury from the date of quitting India or in the case of an officer who has quitted India during the privilege leave portion of combined leave under Article 239 from the date of commencement of such privilege leave or if he proceeds to a Colony named in Appendix 15, he can take payment in such Colony. Any balance of leave allowances undrawn at the time that an officer returns to duty in India should be drawn there in rupees.

An officer having elected the country in which he desires to draw his leave allowances is permitted to change only once during any one period of leave.

(5th Edition, No 47, dated 1.11.10.)

863 Except in the Public Works Railway and Telegraph Departments, a gazetted officer on leave in India may draw his allowance at any treasury in India. An officer on leave out of India may draw his allowance in India either at his own head quarters or at the chief town of the Province, or capital town of the Presidency in which he is employed.

NOTE 1 —[For the purposes of this Article Bombay may be treated as their chief town in the case of officers serving in Rajputana and Central India.]

NOTE 2 —[For the purposes of this Article Myooks in Burma are treated as gazetted officers.]

864 If a gazetted officer signs his bill himself, he must either appear in person at the place of payment or furnish a life certificate signed by a responsible officer of Government, or some other well known and trustworthy person. If he draws his allowances through an authorised agent the agent whether he has or has not a power of attorney, must either furnish a life certificate as aforesaid, or execute a bond to refund over payments. A life certificate may be given periodically, a bond being given to cover intermediate payments not supported by the life certificate.

NOTE —[The proper stamp duty upon bonds executed under this Article is that chargeable upon Indemnity Bonds according to the First Schedule of the Indian Stamp Act II of 1859.]

865 The leave allowances of a non gazetted officer on leave in India can be drawn only at the treasury where his salary is paid, and under the signature of the head of his office who is responsible for any overcharges no other security is required.

866 The payment of the leave allowances of officers and subordinates of the Public Works and Railway Departments and of officers of the Telegraph Department during leave in India is regulated by special departmental rules.

Payment out of India

867 An officer proceeding on leave out of India cannot draw his leave allowance at the Home or any Colonial treasury unless he is provided with a last-pay certificate or warrant in accordance with the rules laid down in Chapter XXI.

868. When payment is made at the Home treasury or in a Colony where the standard of currency is gold, rupees are converted into sterling at the rate of exchange fixed for the time being, for the adjustment of financial transactions between the Imperial and the Indian treasuries, subject to the condition that conversion into sterling shall, for the present, be effected at the minimum rate for 1s 4d to the rupee for Privilege Leave, and at 1s 6d to the rupee for Leave other than Privilege Leave. Any payments made at a different rate or otherwise erroneously, should be adjusted in subsequent payments.

Exception—The officers whose names are mentioned in Appendix 16, have been specially authorised by the Secretary of State to receive leave allowances, while on leave out of India at the rate of exchange of 2 shillings to the rupee.

1. If in any covenant or contract dated before the 23rd day of November 1871, with any officer for service in India, it is provided that, in payments to be made under, or in pursuance of, the contract, a pound sterling shall be considered an equivalent or equal to, and calculated after the rate of ten rupees, any leave allowance which the officer is, under his covenant or contract, entitled to receive in England, shall be converted into sterling at that rate. But if, in such contract, no provision is made for the payment of any allowances during leave, the aforesaid rate of exchange will not apply to any leave allowances.

NOTE—[When leave allowances are converted into sterling at 1s 6d to the rupee, each fraction of less than one third of a rupee is treated as a complete third (—6d) each fraction of more than one third and less than two thirds, as two-thirds and each fraction of more than two thirds as a whole rupee.]

869. The leave allowances of all officers are issued at the Home treasury monthly in arrear on the first day of each calendar month.

They are made up to the following quarterly dates, 31st March, 30th June, 30th September and 31st December, and they are paid in monthly instalments, the first two instalments in each quarter being the net amounts accrued, omitting shillings and pence, and the third instalment being the balance due for the quarter.

Payment is made—

- (i) to the officer on his personal application, or
- (ii) to his banker or other agent, duly authorised under power of attorney, on production of a life certificate, filled up and executed in the manner directed thereon (except in cases where proof of existence is not required owing to the banker having guaranteed the Secretary of State against loss consequent on his dispensing with the production of such proof) or
- (iii) on presentation of a draft, duly filled up and signed by the officer, in a form which, with the requisite form of life certificate attached, may be obtained from the India Office, on the officer's written application.

Certificate of Leave

870 (a) Privilege leave allowances, when such leave is taken by itself, are not payable out of India, but in case an officer leaving India should afterwards want to combine his leave with other leave, he should take with him a certificate in Form B.

(b) This certificate should be furnished to those officers only who may apply for it, and the Audit Officer need make no enquiries as to the place in which an officer intends to spend his Privilege leave. A Military officer subject to the Military Leave Rules must himself obtain the certificate prescribed in Rule I of Article 871, and submit it to the Audit Officer with a view to the preparation of his Privilege leave certificate, should he require one.

NOTE.—[Duplicate of a Privilege leave certificate is not forwarded to the India Office.]

871 (a) An officer proceeding on Long Leave to Europe who does not intend to draw allowances from the Home treasury should take with him a Certificate of Leave in Form 10 from the Audit Officer in whose circle of audit his appointment is held. If he visits England this certificate is to be presented at the India Office.

1. A Military officer subject to the Military Leave Rules proceeding on Furlough cannot obtain the certificate in this Article until he submits to the Audit Officer a certificate in Form 1 by the Account Officer in charge of his record of pension service.

(b) If the officer afterwards desires to draw his leave allowances at the Home treasury or at some Colonial treasury, he must obtain a last pay certificate from the Audit Officer in whose circle of audit he was employed when he proceeded on leave.

872 An officer proceeding on Long Leave to a Colony in America or the West Indies must take with him a certificate in the form prescribed in the preceding Article. If he visits England or has some occasion to apply for an extension of leave the certificate should be presented at the India Office. If not previously presented, it must be forwarded to the India Office when permission to return to duty is applied for.

873 An officer proceeding on Extraordinary leave without allowances to Europe or to a Colony in America or the West Indies, must take with him a certificate of leave in Form 11 from the Audit Officer in whose circle of audit his appointment is held. If the officer visits England or has occasion to apply for an extension of leave, the certificate should be presented at the India Office. If not previously presented it must be forwarded to the India Office when permission to return to duty is applied for. The Audit Officer should when he issues this certificate send a duplicate to the India Office.

Chapter XLVI.—Last pay Certificates and Warrants.

Section I.—Last pay Certificates

874 Except as provided in Article 879, no officer can begin to draw his leave allowances at any treasury in India, or at the Home treasury without

producing a last pay certificate from the Accountant General of the Province to which he belongs

1 No demand certificates are not required by an officer going on leave

875 Last pay certificates (and warrants) cannot be issued to Military officers subject to the Military Leave Rules, until Article 860 has been complied with

876 Except in respect to Colonial Warrants (Articles 888 to 891), this Section does not apply to Public Works and Railway officers whose last pay certificates are issued under departmental rules

Extensions and Commutations

877 If the leave of an officer, whether in or out of India, is extended or commuted the Audit Officer within whose jurisdiction the officer is employed must, on receiving advice of such extension or commutation forthwith com-

Leave out of India

880 When an officer proceeds out of India on leave with allowances, other than Privilege leave taken by itself, the Accountant General who audits his pay will, as soon as the leave is gazetted or otherwise notified send him a letter in Form 12 or 13 with enclosure in Form 14 or 15 as the case may be, requiring him to call at his office or give the necessary information

Page 215 Article 881.

Substitute the following for the Note under this Article.—

NOTE.—[An officer on combined leave under Article 273 who proceeds out of India during the privilege leave portion of such leave may, if he so desires, be paid to the date of giving up charge of his office only and may be granted a last pay certificate in view to the payment of his allowances at the Home Treasury from the commencement of his privilege leave.]

897. In column 11 in Forms 16 and 17, the Articles of these Regulations or of the Military Furlough Regulations under which the advance is made should be mentioned

Amended Certificates.

898. (a) Every corrected last-pay certificate whether original or duplicate should be marked "Amended Certificate." If it becomes necessary to amend a last-pay certificate in Form 16, it should be done by the use of a short corrigendum worded so as to show only the particular item or items in which alterations have been made, this corrigendum should be forwarded by the Accounts Officer at the earliest possible date direct to the India Office

(b) The last-pay certificate is issued on the assumption of the correctness of the intended dates of making over charge and of leaving India. If these dates are changed, the required adjustment of allowances will be made when the officer returns to India, or, if necessary, sooner. No alteration may be made in the certificate as issued by the Accountant General unless there is time to send it to him for alteration

(c) In all cases of combined leave in which an officer elects to draw his privilege leave allowances at the Home Treasury an amended last-pay certificate should be sent to the India Office whenever the amount of Privilege Leave allowances entered in the original last pay certificate requires correction, unless the officer is known to have started on his return to India. If the amended last pay certificate arrives too late at the India Office, it will be returned to the issuing officer in India.

Source from which Absentee Allowance is payable.

899. In making entries against the heading "Source from which," etc., the term "Indian Revenues" should be used in all certificates intended to be sent to England, as the term "Imperial Revenues" has there a different signification. If the allowance is not chargeable finally to the Government of India, the Local Administration or Fund from which it is recoverable must be expressly stated

900. When leave allowances are chargeable according to the Rule of Proportions, the following is the service to be thus taken into account —

(a) *Privilege Leave, under Articles 246 to 278:—*

Privilege leave, duty without interruption for a period eleven times as long as the Privilege leave

(b) *Long Leave, European Services, under Chapter XIII —*

Furlough on Medical certificate (Articles 303 to 311), the whole continuous service.

Furlough without medical certificate, including extensions (Articles 303 and 309) the whole continuous active service

Special leave, active service for six years

Subsidiary leave, as for the leave to which it is subsidiary

897. In column 11 in Forms 16 and 17, the Articles of these Regulations or of the Military Furlough Regulations under which the advance is made should be mentioned

Amended Certificates

898 (a) Every corrected last pay certificate whether original or duplicate should be marked "Amended Certificate." If it becomes necessary to amend a last pay certificate in Form 16, it should be done by the use of a short corrigendum worded so as to show only the particular item or items in which alterations have been made, this corrigendum should be forwarded by the Accounts Officer at the earliest possible date direct to the India Office

(b) The last pay certificate is issued on the assumption of the correctness of the intended dates of making over charge and of leaving India. If these dates are changed, the required adjustment of allowances will be made when the officer returns to India or, if necessary, sooner. No alteration may be made in the certificate as issued by the Accountant General unless there is time to send it to him for alteration

(c) In all cases of combined leave in which an officer elects to draw his privilege leave allowances at the Home Treasury an amended last pay certificate should be sent to the India Office whenever the amount of Privilege Leave allowances entered in the original last pay certificate requires correction, unless the officer is known to have started on his return to India. If the amended last pay certificate arrives too late at the India Office, it will be returned to the issuing officer in India

Source from which Absentee Allowance is payable

899 In making entries against the heading "Source from which" etc., the term "Indian Revenues" should be used in all certificates intended to be sent to England, as the term "Imperial Revenues" has there a different signification. If the allowance is not chargeable finally to the Government of India, the Local Administration or Fund from which it is recoverable must be expressly stated

900 When leave allowances are chargeable according to the Rule of Proportions, the following is the service to be thus taken into account —

(a) *Privilege Leave, under Articles 246 to 278 —*

Privilege leave, duty without interruption for a period eleven times as long as the Privilege leave

(b) *Long Leave, European Services, under Chapter VIII —*

Furlough on Medical certificate (Articles 303 to 311), the whole continuous service

Furlough without medical certificate, including extensions (Articles 303 and 309) the whole continuous active service

Special leave active service for six years

Subsidiary leave as for the leave to which it is subsidiary

903. (a) The Secretary of State provides a receipt on account of the different Civil Funds from subscribers absent from India on leave who draw their leave allowances in England who either are required by the rules of their Fund to pay their subscriptions in that country during leave, or elect to do so. Particulars of the Fund deductions to be made from the absence allowance of members on leave drawing their leave allowances in England should be noted on the last pay certificate, and where a subscriber elects to make payments of his subscriptions in India while on leave, or to postpone such payments until his return to India, the fact should also be noted on the last pay certificate. The rules under which the deductions are made, and the method by which they are calculated in the cases of the different Funds will be found in Articles 557 to 560.

(b) The deductions to which the allowances of a member of the Indian Civil Service are subject while he is on leave on account of his annuity should invariably be stated in his last pay certificate. (See Article 556.)

Chaplains.

904. A certificate in Form 30 should be attached to the last pay certificate of a Chaplain proceeding on leave to Europe.

897 In column II in Forms 16 and 17, the Articles of these Regulations or of the Military Furlough Regulations under which the advance is made should be mentioned

Amended Certificates

898 (a) Every corrected last pay certificate whether original or duplicate should be marked "Amended Certificate". If it becomes necessary to amend a last pay certificate in Form 16, it should be done by the use of a short corrigendum worded so as to show only the particular item or items in which alterations have been made, this corrigendum should be forwarded by the Accounts Officer at the earliest possible date direct to the India Office

(b) The last pay certificate is issued on the assumption of the correctness of the intended dates of making over charge and of leaving India. If these dates are changed, the required adjustment of allowances will be made when the officer returns to India, or, if necessary, sooner. No alteration may be made in the certificate as issued by the Accountant General unless there is time to send it to him for alteration

(c) In all cases of combined leave in which an officer elects to draw his privilege leave allowances at the Home Treasury an amended last pay certificate should be sent to the India Office whenever the amount of Privilege Leave allowances entered in the original last pay certificate requires correction, unless the officer is known to have started on his return to India. If the amended last pay certificate arrives too late at the India Office, it will be returned to the issuing officer in India

Source from which Absentee Allowance is payable

899 In making entries against the heading "Source from which," etc., the term "Indian Revenues" should be used in all certificates intended to be sent to England, as the term "Imperial Revenues" has there a different signification. If the allowance is not chargeable finally to the Government of India, the Local Administration or Fund from which it is recoverable must be expressly stated

900 When leave allowances are chargeable according to the Rule of Proportions, the following is the service to be thus taken into account —

(a) *Privilege Leave under Articles 246 to 278 —*

Privilege leave, duty without interruption for a period eleven times as long as the Privilege leave

(b) *Long Leave, European Services, under Chapter XIII —*

Furlough on Medical certificate (Articles 303 to 311), the whole continuous service.

Furlough without medical certificate, including extensions (Articles 303 and 309) the whole continuous active service

Special leave, active service for six years

Subsidiary leave as for the leave to which it is subsidiary

903. (4) Members of the Indian Civil Service who are absent from India on leave who draw their leave allowances in England who either are required by the rules of the Fund to pay their contributions in that country during leave, or elect to do so. Particulars of the Fund deductions to be made from the absentee's war service leave drawing their leave allowances in England should be noted on the last pay certificate, and where a subscriber elects to make payments of his contributions in India while on leave, or to postpone such payments until his return to India, the fact should also be noted on the last pay certificate. The rules under which the deductions are made, and the method by which they are calculated in the cases of the different Funds will be found in Articles 557 to 560.

(5) The deductions to which the allowances of a member of the Indian Civil Service are subject while he is on leave on account of his annuity should invariably be stated in his last pay certificate. (See Article 556.)

Chaplains

904. A certificate in Form 30 should be attached to the last pay certificate of a Chaplain proceeding on leave to Europe.

PART IX.

897 In column II in Forms 16 and 17, the Articles of these Regulations or of the Military Furlough Regulations under which the advance is made should be mentioned

Amended Certificates

898 (a) Every corrected last pay certificate whether original or duplicate should be marked "Amended Certificate." If it becomes necessary to amend a last pay certificate in Form 16, it should be done by the use of a short corrigendum worded so as to show only the particular item or items in which alterations have been made. This corrigendum should be forwarded by the Accounts Officer at the earliest possible date direct to the India Office.

(b) The last pay certificate is issued on the assumption of the correctness of the intended dates of making over charge and of leaving India. If these dates are changed, the required adjustment of allowances will be made when the officer returns to India, or, if necessary, sooner. No alteration may be made in the certificate as issued by the Accountant General unless there is time to send it to him for alteration.

(c) In all cases of combined leave in which an officer elects to draw his privilege leave allowances at the Home Treasury an amended last pay certificate should be sent to the India Office whenever the amount of Privilege Leave allowances entered in the original last pay certificate requires correction, unless the officer is known to have started on his return to India. If the amended last pay certificate arrives too late at the India Office, it will be returned to the issuing officer in India.

Source from which Absentee Allowance is payable

899 In making entries against the heading "Source from which," etc., the term "Indian Revenues" should be used in all certificates intended to be sent to England, as the term "Imperial Revenues" has there a different signification. If the allowance is not chargeable finally to the Government of India, the Local Administration or Fund from which it is recoverable must be expressly stated.

900 When leave allowances are chargeable according to the Rule of Proportions, the following is the service to be thus taken into account —

(a) *Privilege Leave under Articles 246 to 278 —*

Privilege leave, duty without interruption for a period eleven times as long as the Privilege leave

(b) *Long Leave, European Services, under Chapter XIII —*

Furlough on Medical certificate (Articles 303 to 311), the whole continuous service

Furlough without medical certificate, including extensions (Articles 303 and 309) the whole continuous active service

Special leave active service for six years

Subsidiary leave as for the leave to which it is subsidiary

PART X—PROCEDURE RELATING TO PENSIONS

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PART A.—PROCEDURE RELATING TO PENSIONS

Chapter XLVII.—Applications for and Grant of Pensions.

Section I.—Applications

No 268

Page 253. Article 907.

Insert the following as an Exception to the clause (a) (2) of this Article.—

Exception—Drals of acting grade promotions may be entitled in the case of clerks employed in Account Offices who draw fixed rates of pay.
(5th Edition, No 268 dated 2-6-12.)

907 (a) An applicant for pension

Article 907.

In the last line of item 2 in clause (a) of this Article for the words 'pay and acting allowance drawn in each' substitute 'pay drawn in each substantive appointment', and delete the Exception to this clause inserted by correction slip No 268, dated the 1st May 1912

(5th Edition No 950 dated the 10th June 1914)

No. 333

Page 253, Article 907—

Substitute the following for clause (c) of this Article:—

(c) That

subsequently found by the Audit Committee to be inadmissible, it should be followed in all cases. It does not, however, justify the preparation of the formal application in Form 25 before the officer has actually retired

(5th Edition, No 333 dated the 21st November 1913)

(b) The information thus received should then be forwarded to the Audit Officer concerned for comparison with his office records of the applicant's statements

(c) If there be any discrepancy, the Audit Officer will detail the nature of such discrepancy, for instance, that the post which the applicant states that he filled during a certain period is shown by the Audit Office registers to have been filled by another man

(d) If the service claimed cannot be wholly verified from the records of the Audit Offices, reference must be made to the head of the office in which the applicant states that he served during the period in doubt

(e) If it be found impossible to verify the service otherwise, the officer receiving the application should take the statement in writing of the applicant on plain paper [see *Indian Stamp Act, II of 1899, Schedule I, No. 4 (c)*] and should also collect such collateral evidence as may be procurable, for instance, certificates, such as those given by an officer to a subordinate on his leaving an office, and the testimony of contemporary servants

NOTE 1.—[The power to admit service verified under this clause may be exercised by all subordinate authorities who are empowered to sanction pensions under the rules]

appointment such as you may see only be useful as to the fact that the person of service I am therefore directed to draw attention to the subject and to request the issue of orders to all public officers warning them to be careful, in giving certificates to their subordinates to state the whole truth in respect of character and cause of dismissal or resignation of appointment.—(Circular, Home Department, dated 15th June 1869)]

909 In the case of a gazetted officer, part of whose service has been rendered in non gazetted appointments, the ungazetted portion of his service should be similarly verified. The statement mentioned in Article 907 (a) may, however, be sent to the Audit Officer direct or through the head of the department

Formal Application.

910 After completing the verification in the manner prescribed in the preceding Article, the authority receiving the statement of services of a non gazetted officer should draw up the application in Form 25, and arrange with it all the documents relied upon for verification of the service claimed, in such manner that they can be conveniently consulted, and then forward it, together with the officer's Service Book, through his official superiors to the Audit Officer. If an applicant for pension (not gratuity) is no longer in active service, a last pay certificate should be attached to the application, except when he retires from the service while on leave in England and desires to draw his pension in England

911 (a) The officer who submits the application should certify on the application whether the character, conduct, and past services of the applicant are such as to entitle him to the favourable consideration of the Government. If the application is for pension on the Superior scale, he must be careful to enter all periods of leave, suspension, etc., which are not reckoned as service

(b) He must also invariably record his own opinion whether the service claimed has been established, and should be admitted or not, more especially in those cases in which it becomes necessary to resort to the procedure prescribed by clause (c) of Article 908, when the exact nature of the investigation made, and the conclusion at which the authority has arrived, must be especially reported

(c) If the application is for an Invalid pension, and the applicant is less than sixty years old, the requisite medical certificate should be attached to the application. But if omission has been made in this respect, the authority having the power to sanction the pension may accept a certificate bearing a later date

912 In the case of an officer in superior service, who retires before he is 60 years of age, it should be stated in the column for "any other remarks" on the third page of the application for pension whether retirement is compulsory or optional and, when compulsory, the order sanctioning retirement should be quoted and cause of inefficiency specified

913 (a) A gazetted officer should submit his application through his official superiors and the Audit Officer to the Local Government

NOTE—[For the purposes of this Article Myooks in Burma are treated as gazetted officers]

(b) The application of a gazetted officer of the classes mentioned in Articles 297 (c), (d), and (e), 654 and 678, whether appointed by the Secretary of State or not, should be prepared in Form 26. In the case of other gazetted officers the application should be prepared in Form 25 either by the officer himself or by the head of his department, and the rules in Article 910 apply save that it is not necessary, if all the service has been gazetted, to have the service formally verified before forwarding the application

Submission to Government

914 (a) The last officer through whom the application passes should send it to the Audit Officer, who will (after verifying the service in the manner prescribed in Article 908 or satisfying himself that it has already been so verified) submit the application to the Local Government with a report upon the claim for pension and the rules applicable to the case

In the case of officers whose service has been partly gazetted and partly non gazetted, the verification statement prepared in the Audit office should be attached to the application on its submission to the Local Government

(b) The Audit Officer will also certify the correctness of the calculations of service and of pension, and retain the last pay certificate (Article 910) unless the pension is to be paid in another circle of audit, in which case he will forward the certificate to the Audit Officer of that circle, along with a copy of the order sanctioning the pension

1 If the case is plainly incorrect or incomplete the Audit Officer should return it for correction or explanation.

2 In the column of Form 25 reserved on the second page for the remarks of the Audit Officer or in his certificate and report on the third page of Form 26 he should note briefly his reasons for disallowing any service claimed and his explanation of any apparent discrepancies and the like

3 The Audit Officer should always call special attention to Article 470 in his report of the amount of pension admissible

Premature Applications.

915 (a) The Government of India is ordinarily unwilling to pass orders on questions affecting the pension of an officer until he actually retires, because their premature discussion occupies valuable time almost always to no purpose and uselessly.

(b) Accordingly, no question about the pension of an officer who has not retired from the public service should be submitted either to the Local Government, or by the Local Government to the Government of India, unless there are special reasons (which should always be set forth) for a departure from the general rule. The mere desire of an officer for a decision upon some doubtful abstract questions affecting his prospects does not justify public correspondence on his behalf. But this rule should not be read as prohibiting the consideration until an officer retires or is about to retire of a proposal to condone a break in his service.

916 Except under orders from the Government of India or the Local Government an Audit Officer should, as a rule decline to advise upon any questions connected with the claim of an officer to pension until he retires or is about to retire. Memorials which relate to such questions addressed prematurely to the Secretary of State are uniformly returned.

917 Articles 915 and 916 do not prohibit the submission of a preliminary application for pension [see Article 917 (b)] on behalf of an officer intending to retire immediately, while he is still in employ.

Section II—Powers of Sanction

918 A pension which is certified by the responsible Audit Officer to be clearly and strictly admissible under rule may be sanctioned,

(a) in any case, by the Local Government,

(b) in the case of non gazetted officers, by the officer who has the authority to fill the appointment vacated by the retiring officer.

919 to 920—*Cancelled*

921—*(See Appendix I, Part II, Entry 40)*

922 Should the amount granted to an officer be afterwards found to be in excess of that to which he is entitled under the Regulations, he will be called upon to refund such excess.

923. (a) If any interpretation of the rules is involved, or if any indulgence not provided for by the rules is proposed, the Local Government should submit the case, with its opinion and recommendation, to the Government of India in the Administrative Department concerned.

NOTE—[In respect to such recommendations, see orders printed as Appendix 9.]

(b) Until the orders of the Government of India are received, a recommendation for any special indulgence should never be communicated, directly or indirectly to the officer concerned.

(c) The Government of Madras and Bombay should, upon questions of pension, communicate with the Secretary of State, through the Government of India

(d) An application in Form 25 or 22, as the case may be, should accompany every special recommendation made under this Article

924 (a) Pensions in excess of the amounts admissible under these Regulations, or involving any relaxation of rule, require the sanction of the Secretary of State

NOTE.—[See Note under clause (a) of the preceding Article]

(b) The Government of India have, however, been authorised to grant pensions up to a limit of Rs 10 a month or gratuities not exceeding the equivalent value of that amount, without reference to the Secretary of State, in any case, even where no pension or gratuity is admissible under rule, provided that the general spirit of the Regulations is observed

(c) When special circumstances appear to justify a departure from the rules laid down regarding "ordinary pensions" to Civil officers, it is generally desirable that the allowance granted should be an arbitrarily fixed sum, rather than any exact proportion of the amount to which it might be supposed that the rules afford a claim

Section III.—Anticipatory Pensions

925 (a) When an officer whose pension is payable in India retires before the necessary enquiries preliminary to the settlement of the amount of his pension can be completed the Audit Officer may, upon a declaration, as follows, by the officer, sanction the immediate disbursement of the pension to which, after the most careful summary investigation that he can make without delay, he believes the officer likely to be entitled

"provisional pension now to be paid to me exceeds the pension to which I may be eventually found entitled. I further promise to repay any amount advanced to me in excess of the pension to which I may be eventually found entitled"

(b) If the Audit Officer thinks it likely that the officer would be found entitled to a gratuity only, one sixth of the amount of such probable gratuity may, upon a similar declaration, be disbursed to him monthly until the amount is finally settled

(c) The settlement of such provisional payments should be made so as to admit of their disbursement not later than one month after the officer has ceased to hold his post

(d) When the sanction under this Article is given by an Audit Officer other than the Accountant-General, he shall send a copy of his order to the Accountant-General, for the issue of the requisite orders for disbursement from the treasury concerned

Premature Applications

915 (a) The Government of India is ordinarily unwilling to pass orders on questions affecting the pension of an officer until he actually retires because their premature discussion occupies valuable time almost always to no purpose and uselessly.

(b) Accordingly no question about the pension of an officer who has not retired from the public service should be submitted either to the Local Government or by the Local Government to the Government of India, unless there are special reasons (which should always be set forth) for a departure from the general rule. The mere desire of an officer for a decision upon some doubtful abstract questions affecting his prospects does not justify public correspondence on his behalf. But this rule should not be read as prohibiting the consideration until an officer retires or is about to retire of a proposal to condone a break in his service.

916 Except under orders from the Government of India or the Local Government an Audit Officer should as a rule decline to advise upon any questions connected with the claim of an officer to pension until he retires or is about to retire: Memorials which relate to such questions addressed prematurely to the Secretary of State are uniformly returned.

917 Articles 915 and 916 do not prohibit the submission of a preliminary application for pension [see Article 907 (b)] on behalf of an officer intending to retire immediately while he is still in employ.

Section II—Powers of Sanction

918 A pension which is certified by the responsible Audit Officer to be clearly and strictly admissible under rule may be sanctioned

(a) in any case by the Local Government

(b) in the case of non gazetted officers by the officer who has the authority to fill the appointment vacated by the retiring officer

919 to 920—*Cancelled*

921—(See Appendix I Part II Entry 40)

922 Should the amount granted to an officer be afterwards found to be in excess of that to which he is entitled under the Regulations, he will be called upon to refund such excess.

923 (a) If any interpretation of the rules is involved or if any indulgence not provided for by the rules is proposed the Local Government should submit the case with its opinion and recommendation to the Government of India in the Administrative Department concerned.

NOTE—[In respect to special recommendations see orders printed as Appendix 9]

(b) Until the orders of the Government of India are received a recommendation for any special indulgence should never be communicated, directly or indirectly to the officer concerned.

tive is to prevent unnecessary delay in the submission of applications. The rule may be relaxed, in this particular, by the authority sanctioning the pension when the delay is sufficiently explained

1 The pension of an officer who under Article 436 has received a gratuity in lieu of notice, is not payable for the period in respect of which the gratuity is paid.

931 The preceding Article applies to ordinary, not to special, cases. If, under special circumstances a pension is granted long after an officer has retired, retrospective effect should not be given to it without the special orders of the Government which granted it, in the absence of special orders such a pension takes effect only from the date of sanction

932 In cases where considerable delay has occurred in making application for a Wound or Injury pension, it will be granted only from the date of the report by the Medical Board, and no application for a gratuity or pension will be entertained unless submitted within five years of the date of the wound or injury

933 When a pension is stated in Rupees it is payable at any treasury in India, or, at the pensioner's option, at the Home treasury

934 Pensions granted in rupees which are drawn at or through the Home treasury are converted into sterling at the rate of exchange from time to time fixed for the adjustment of transactions between the British and Indian Governments subject to the condition that in the case of persons resident in any country in which the Indian Government rupee is not legal tender, 1s 9d the rupee is fixed as the minimum rate at which the conversion into sterling shall be effected. The same rate of exchange applies to the issue of gratuities to persons residing in any country in which the rupee is not legal tender, but when the service of an officer to whom a gratuity is granted terminates in India, the gratuity should be paid in India

NOTE 1—[Ordinarily a pensioner who has been resident in India or other country in which the Indian Government rupee is legal tender and who proceeds to a country in which the rupee is not legal tender is entitled to draw his pension from or through the Home treasury at the minimum rate of 1s 9d the rupee from the date only when he quitted the former

NOTE 3—[In the event of a case arising which appears not to be covered by the foregoing rules, reference must be made to the Secretary of State]

935 The rule in Article 934 applies to an officer under covenant who is entitled by his covenant to pension, the covenanted rate of exchange for his pay and allowances does not, unless it is expressly so stated, apply to his pension

926 When an officer whose pension is payable in England retires before the necessary enquiries preliminary to the settlement of the amount of his pension can be completed, the Audit Officer, if he sees reason to believe that there will be delay before the pension can be finally sanctioned, should after the most careful summary investigation that he can make without delay, report to the authority who will sanction the pension, the minimum amount to which he believes the officer to be entitled. This report should be forwarded at once to the India Office by the Local Government by which the pension will in due course be sanctioned. The India Office will then, on receiving from the officer a declaration similar to that in Article 925, at discretion, sanction the immediate disbursement of the amount of pension reported to be the minimum likely to be admissible, or such smaller amount as may be deemed proper. The final pension certificate in due form should follow the provisional certificate with the least possible delay.

927 (a) If, upon the completion of the regular investigation, it be found that the pension thus summarily assigned differs from the pension finally settled, the difference must be adjusted in the first subsequent payments.

(b) Provided that if a gratuity summarily assigned under Article 925 proves to be larger than the amount found actually due upon completion of the enquiries, the officer shall not be required to refund any excess actually paid to him, except as provided in Chapter XXI.

928 (a) To enable the Audit Officer to exercise the jurisdiction thus entrusted to him, the head of the office or department from which the officer is removed should furnish to the Audit Officer, as soon as possible, after it becomes known to him that the officer must retire, and without waiting for his actual retirement, the fullest information that can be obtained regarding the officer's service, without correspondence which must cause delay.

(b) This information is to be furnished in anticipation of the regular investigation required by Article 908 or 909 which also should on no account be delayed until the officer has actually retired.

929 All officers should bear in mind that delay in the payment of pensions may involve peculiar hardship and everything should be done to prevent, or shorten to the utmost such delays.

Chapter XLVIII.—Payment of Pensions.

Section I—General Rules

930 Apart from special orders, a pension, other than a Wound or Extraordinary pension under Part VI, is payable from the date on which the pension ceased to be borne on the establishment, or from the date of his application, whichever is later. The object of this latter alterna-

tive is to prevent unnecessary delay in the submission of applications. The rule may be relaxed, in this particular, by the authority sanctioning the pension when the delay is sufficiently explained.

1 The pension of an officer who under Article 436 has received a gratuity in lieu of notice is not payable for the period in respect of which the gratuity is paid.

931 The preceding Article applies to ordinary, not to special, cases. If, under special circumstances a pension is granted long after an officer has retired, retrospective effect should not be given to it without the special orders of the Government which granted it. In the absence of special orders such a pension takes effect only from the date of sanction.

932 In cases where considerable delay has occurred in making application for a Wound or Injury pension it will be granted only from the date of the report by the Medical Board and no application for a gratuity or pension will be entertained unless submitted within five years of the date of the wound or injury.

933 When a pension is stated in Rupees it is payable at any treasury in India or at the pensioner's option at the Home treasury.

drawn at or through the Home exchange from time to time between the British and Indian Governments subject to the condition that in the case of persons resident in any country in which the Indian Government rupee is not legal tender, the rupee is fixed as the minimum rate at which the conversion into sterling shall be effected. The same rate of exchange applies to the issue of gratuities to persons residing in any country in which the rupee is not legal tender, but when the service of an officer to whom a gratuity is granted terminates in India, the gratuity should be paid in India.

commencement]

NOTE II.—[In the event of a case arising which appears not to be covered by the foregoing rules reference must be made to the Secretary of State.]

935 The rule in Article 934 applies to an officer under covenant who is entitled by his covenant to pension, the covenanted rate of exchange for his pay and allowances does not, unless it is expressly so stated, to his pension.

Transfers between England and India

936 Transfer of a pension from an Indian treasury to the Home treasury and vice versa is permitted within reasonable limits whenever desired

NOTE.—[Frequent transfers of a pension to and from are not permissible and the Accountant General concerned should report to the Government of India for special orders in any case in which it appears to him that undue advantage is being taken of the rule.]

937 Application for transfer of payment from India to the Home treasury should be made to the Accountant General within whose jurisdiction the treasury of payment is who will grant a last pay certificate, forwarding a duplicate, with copy of the first page of the application upon which the pension was originally granted to the India Office

Section II —Payment in India

938 (a) The order granting a pension to be paid in India should be forwarded with a copy of the first page of the application in Form 25 or 26, or of the whole application if in Form 22, to the Audit Officer who submitted the application. He should compare the order with his report and then forward a copy thereof to the Accountant General of the Province in which payment is to be made

(b) In the case of persons for whom the forms referred to in clause (a) are not used, the information required for the Pension Payment Order should be communicated in a separate letter to the Accountant General of the Province where payment is to be made

(c) In the case of pensions to police officers on pay not exceeding Rs 20 sanctioned under entry No 40 of Appendix I, Part II, the order should be forwarded to the audit officer who would have reported on the claim had his certificate not been dispensed with. He will exercise the necessary check with reference to Article 922 and endorse it as in clause (a) above

939 The Accountant General of the Province in which payment is to be made will then communicate to the officer who is to pay the pension, authority to make the payment, in the case of a pension, such authority will be a Pension Payment Order in Form 27 or 28

NOTE.—[Form 27 may not be used for pensions chargeable to Local Funds other than those which are stated as incorporated (see Article 805) or Native States. The following extract from a letter from the Government of India indicates the form of Pension Payment Order to be used and procedure to be followed when a treasury is authorized to pay a pension on behalf of a Native State]

State

When such payments on account of pensions are arranged for the form of payment order should not be the same as that used for pensions payable from Indian revenues. The order should be of the same kind as the Ordinary Pension Payment Order, but should be clearly distinguished in form.]

PART X

Procedure in paying.

940 A gratuity is paid in a single sum, and not by instalments, on receipt of the Accountant General's authority

941 A gratuity may, at the discretion of the Government of India, or with the sanction of the Government of India, on the application of the recipient, be converted either into a life annuity or into a temporary life annuity, or into an annuity payable for a fixed number of years with remainder to the annuitant's heirs in case of his death. The amount of the life annuity or temporary life annuity will be determined by Table A printed in Appendix 10

942 The Government of India will never insist on the conversion of a gratuity into an annuity unless the expectation of life of the officer be reported by competent medical authority to be equal to the average

943 A pension is payable in India monthly on and after the first day of the following month under the following rules —

1 On receipt of the Pension Payment Order the Disbursing Officer will deliver one half to the pensioner and keep the other half carefully in such manner that the pensioner shall not have access thereto

~~to be entered on the reverse both of the pensioner's half and the Pension Payment Order, both entries being attested as~~

No 348

Page 261 Article 943—

Substitute the words "one year" for the words "six months" in the second line of Rule 3 under this Article

(5th Edition No 343 dated the 3d March 1911.)
or an account of past services as per money due or to become due on account of any such pension or to seize the attachment or sequestration by process of any Court in British India at the instance of a creditor for any demand against the pensioner or in satisfaction of a decree or order of any such Court.

Identification of Pensioner.

944 As a rule a pensioner must take payment in person after identification by comparison with the Pension Payment Order

NOTE—[Officers of the classes mentioned in Articles 297 (c) (d) and (e) 651 and 678 whether appointed by the Secretary of State or not are when pensioned paid on payment orders in Form 29 which do not contain a full description of the payee. In case of doubt as to such a pensioner is not known to the paying officer he may be required to produce a life certificate or other evidence of identity]

945 A pensioner specially exempted by the Local Government from personal appearance, a female pensioner not accustomed to appear in public, or a male pensioner who is unable to appear in consequence of bodily illness or infirmity, may receive his or her pension upon the production of a life certificate signed by a responsible officer of Government or by some other well known and trustworthy person

NOTE—[The power to grant exemption under this Article from personal appearance to draw pension may be delegated by a Local Government to any officer of not lower rank than Collector of a District]

946 A pensioner of any description who produces a life certificate signed by some person exercising the powers of a Magistrate under the Criminal Procedure Code or by any Registrar or Sub Registrar under the Registration Act, or by any pensioned officer who, before retirement exercised the powers of a Magistrate, or by a Chaplain, or any gazetted officer of Government or any person holding a Government title, is also exempted from personal appearance

947 (a) In all cases referred to in Articles 945 and 946, the Disbursing Officer must take precautions to prevent impositions, and must at least once a year require proof independent of that furnished by the life certificate of the continued existence of the pensioner

(b) For this purpose he should (save in cases of exemption from personal appearance granted by the Local Government) require the personal attendance and due identification of all male pensioners who are not incapacitated by bodily illness or infirmity from so attending, and in all cases where such inability may be alleged he should require proof thereof in addition to the proof submitted of the pensioner's existence

1 The Disbursing Officer is personally responsible for any payment wrongly made. In case of doubt he should consult the Accountant General

2 A pensioner of rank may be privately identified by the Disbursing Officer and need not be required to appear at a public office

948 Payment of pensions to Police pensioners are made in accordance with the rules in this Section but if the Disbursing Officer entertains any doubt as to the identity of such a pensioner he may require the local Inspector of Police to identify him. The Inspector would then be responsible for the correct identification of the pensioner

Payment to Agents

949 (a) A pensioner not resident in India may draw his pension at any treasury in India through a duly authorised agent, who must either produce a certificate by a Magistrate, a Notary, a Banker, or a Minister of religion, on each occasion, that the pensioner was alive on the date to which his pension is claimed, or execute a bond to refund over payments, and produce such a certificate as aforesaid at least once a year

(b) The pension of such an officer should not be paid on account of more than a year after the date of the life certificate last received, and the Accountant General should be on the watch for authentic information of the decease of any such pensioner, and on receipt thereof, should promptly forbid further payments

Transfers in India

950 A Local Government or an Accountant General may, on application and on sufficient cause being shown, permit transfer of payment from one treasury in India to another. This jurisdiction may be delegated by the Local Government to Commissioners of Divisions, or to any higher executive authority

951 (a) A copy of any order issued by a Local Government or other executive authority under the preceding Article, should be forwarded to the Accountant General, and the Collector of the District from which the

payment is to be transferred should be instructed to return his half of the Pension Payment Order

(b) The Accountant General will then either issue a new payment order, or encase the payment order for payment at the new treasury, and forward it to the Treasury Officer, who will, in future, pay the pension, or, if the treasury in another Province, will move the Accountant General of that Province to do so

952 A Collector or other District Officer may authorise payment in any of the outlying treasuries subordinate to his district treasury of a pension payable, under proper authority, at his head quarters, and may transfer the payment of a pension from such subordinate treasury to the district treasury, or from one subordinate treasury to another in the same district

Certificate of Non Employment.

953 (a) A pensioner drawing pension in India is required to append to his bill a certificate as follows —

“ I declare that I have not received any remuneration for —

No. 325.

Page 263, Articles 954-955—

Substitute the following for these Articles—

954. When the reverse of a Pension Payment Order is filled up, or when the pensioner's half is found to be worn or torn, both halves may be renewed by the Treasury Officer

955 If a pensioner loses his half of the Pension Payment Order, a new order may be issued by the Treasury Officer, who should see that no payment is made on the half alleged to be lost by a strict observance of Rule 2 under Article 948 The necessary note should be made in the remarks column of the register in Form 39, Civil Account Code.

(5th Edit on No 325, dated 1913)

Page 263, Article 956—

Substitute the words “ One year ” for the words “ Six months ” in the first and second lines of this Article.

(5th Edition, No 325, dated 1913)

— ~~through the~~ through the Accountant General

NOTE 1 —[The Local Government may delegate its powers under this Article to Commissioners of Divisions or to such other officers as it may desire.]

NOTE 2 —[The term “ Local Government ” in this Article means the Local Government by which or by an authority subordinate to which the pension was sanctioned and not the Local Government in whose jurisdiction the paying treasury may happen to be situated.]

958 If the suspension of payment is attributable to error or neglect by any public officer, the Accountant General may direct payment of the arrears without taking the orders of the Government

Deceased Pensioners

Page 264, Article 959—

Substitute the words "One year" for the words "Six months" in the second line of clause (a) of this Article

(5th Edition, No 32, dated 1913)

(b) ~~BUT IN THE CASE OF DECEASED PENSIONERS~~
peculiar features the Accountant General is empowered to pass the arrears on his own authority

(c) After payment of the arrears of pension, the Pension Payment Order should be returned to the Accountant General with a report of the date of the death of the pensioner

960 Subject to the provisions of the preceding Article, the arrears of pension of a deceased pensioner may, if the amount does not exceed Rs 500, be paid to the heirs of the deceased after such enquiry into the rights and title of the claimants as the Collector or other officer responsible for the payment may deem sufficient. If however, there is any reasonable doubt in regard to the claim or title of the heirs, or if the amount due exceeds Rs 500, the payment should be made only to the person duly authorized to receive assets belonging to the estate of the deceased

961 If an officer dies before actually retiring or being discharged, his heirs have no claim to anything in respect to his pension

Section III—Payment in England.

962 When a pension is granted to an officer who desires that payment thereof from the date of its commencement should be made at the Home treasury, the Audit Officer, who audits the pay of the officer, should, on receipt of sanction to the grant of pension, issue a last pay certificate, and forward a duplicate thereof, together with copy of the first page of application for pension and the order of the Local Government granting the pension to the India Office. The forwarding letter should always request that payment be made from some specific date, the date being ascertained from the last-pay certificate

963 If the pension is not wholly chargeable against the General Revenues, care must be taken to state in the certificate how it is to be charged

964 The annuities and pensions of all officers are issued at the Home treasury monthly in arrear on the 16th day of each calendar month

They are made up to the following quarterly dates viz, to the 15th March 15th June 15th September and 15th December and they are paid in monthly instalments, the first two instalments in each quarter being the net amount accrued, omitting shillings and pence, and the third instalment being the balance due for the quarter

965 Intimation of any revision of a pension paid at the Home treasury should be made to the Secretary of State, so as to reach him before the pensioner is informed

Section IV—Payment in a Colony

966 The rules in this Section apply to pensions granted under the rules in any Chapter of these Regulations The pension of a pensioner residing in any Colony named in Appendix 15 may be paid there

Issue of Warrant

967 The authority for payment of a pension in a Colony shall be a Warrant in Form 29 to be issued—

- (i) in the case of a pension granted to an officer serving elsewhere than under the Government of Madras or Bombay, or paid from an Indian treasury not in account with the Accountant-General Madras or Bombay,—by the Comptroller, India Treasuries
- (ii) in the case of a pension granted to an officer serving under the Government of Madras or Bombay or paid at any treasury in account with the Accountant General, Madras or Bombay, —by the Accountant General Madras or Bombay, as the case may be

968 When a pension is first granted to an officer serving otherwise than under the Government of Madras or Bombay, and the pensioner desires that it shall be paid in a Colony, or when transfer of payment of a pension heretofore paid at some Indian treasury not in account with the Accountant General, Madras or Bombay, from India to a Colony is desired, the Accountant General shall furnish all particulars to the Comptroller, India Treasuries, who will issue the necessary Warrant

969 The Government shall be paid in a Colony at some treasury in account with the Accountant General Madras or Bombay, from

India to a Colony is desired, the Accountant General, Madras or Bombay, as the case may be, will issue the necessary Warrant

970 Every Warrant shall be issued in triplicate. The original bearing the payee's signature should be forwarded to the Colonial authority concerned, the duplicate to the Secretary of State, and the triplicate should be made over to the payee. Each payment should be endorsed on the back of both the original and the triplicate Warrant, an acknowledgment of receipt of money being rendered by the payee. When no space for such entries remains, or when a Warrant is lost or destroyed a fresh Warrant shall be issued by the officer who issued the original Warrant on application being made through the Colonial Disbursing Officer.

No. 329

Page 266, Art No 971—

Insert a fullstop after the word "rupee" in line 2 of Note 3 under this Article and delete the rest of the Note

(14 Edition No. 329 dated 10th October 1919)

NOTE 1—[The same rate of exchange applies to the issue of gratuities to persons residing in any country in which the rupee is not legal tender but when the service of an officer to whom a gratuity is granted terminates in India the gratuity should be paid in India.]

NOTE 2—[Notes 1 to 3 under Article 934 apply *mutatis mutandis* to this Article.]

NOTE 3—[On Warrants issued to persons drawing pensions stated in rupees it should be noted whether payment is subject to the minimum rate of 1s 9d the rupee and whether the minimum rate should be applied from the date of commencement of payment of the pension or after six months from the date on which the pensioner shall have quitted India or a country in which silver is the standard of currency or the Indian Government rupee is legal tender.]

Transfer of Payment

972 (a) Transfer of a pension from an Indian treasury to a Colony the payments in which are adjusted in the accounts of the Home treasury is permitted only once but a pensioner can at any time have payment transferred from a Colony to an Indian treasury, or from a Colony the payments in which are adjusted in the accounts of the Home treasury to England for direct payment from the Home treasury.

(b) In case a pensioner desires transfer of payment of his pension from one Colony to another, the Government of India will recognise the proceedings of the Colonial authorities sanctioning such transfer which should, however, be reported separately by the pensioner to the Government of India and to the Under-Secretary of State for India.

973 Upon his return to India an officer should deliver up his copy of the Warrant which will serve the purpose of a last pay certificate.

Substitute the following for Articles 974, 975, 976, 977, 978 and 979 :—

974 An officer on the Bengal Establishment who is not borne on the cadre of the Bengal Presidency, and is serving immediately under the Government of India, if he be in India, shall submit his application for permission to resign the Service and for an annuity, to the Government of India in the Department.

976 Any other officer on the Bengal Establishment, if he be in India, shall submit his application to the Local Government under which he may be serving, and the Local Government will forward the application, with any observations which may be necessary, to the Government of India in the Home Department, together with a No demand Certificate from the Accountant General.

1 When preparing the No demand Certificate, the Accountant General should send the officer a copy of Article 981

(5th Edition No 328 dated 1 10 13)

Retirement during leave to Europe.

977 (a) An officer, who wishes to retire from the Service while on leave in Europe, must submit his application to the Secretary of State

(b) When an officer makes his application under this Article, whether after completing his full period of service, or after having been declared by the Medical Board to be unfit for further service in India, his resignation in any demands that may be standing ed to apply to the Government of the Government of Bombay or the be, for the annuity or gratuity to

which his length of service may entitle him

(5th Edition No 328 dated 1 10 13)

Grant of Pension

978 1. The officer shall be borne on the cadre of the Government of India, in which Department the annuity or gratuity to which the officer is entitled will be sanctioned

(b) The copy of the sanctioning order forwarded to the officer will be his authority for drawing his annuity or gratuity

(c) In the case of an officer on the Madras or Bombay Establishment, or the Bengal Presidency, Government of Madras

(5th Edition, No. 328 dated 1 10-13)

979 The annuity of an officer who leaves India by sea when retiring from the Service at the end of subsidiary leave, begins, and his subsidiary leave ends, on the day of the departure of the vessel in which he sails

NOTE.—[As soon as an officer gives over charge of his office the Accountant General should furnish the following information to the Government of India in the Finance Department in the

(b) The copy of the sanctioning order forwarded to the officer will be his authority for drawing his annuity or gratuity

(c) In the case of an officer on the Madras or Bombay Establishment, the annuity or gratuity will be sanctioned by the Government of Madras or Bombay, as the case may be

Section II—Payment

979 The annuity of an officer who leaves India by sea when retiring from the Service at the end of subsidiary leave begins, and his subsidiary leave ends, on the day of the departure of the vessel in which he sails

NOTE—[furnish the if the officer bay if he b

- (1) Name of officer
- (2) Date on which he made over charge of his office
- (3) The amount of subsidiary leave granted if any
- (4) Date up to (and including) which subsidiary leave allowances have been drawn.
- (5) What demands if any are outstanding against the officer]

980 The annuity of a Member of Council who has not previously resigned his seat in Council or whose successor has not entered upon his office, commences from the day following that on which the vessel in which he leaves India sails or from the expiry of his five years tenure of office whichever date is earlier

981 An officer on resigning the Service must report the place at which the payment of his annuity is desired, and if he is leaving India, the date of the departure of the vessel in which he sails. If he belongs to the Bengal Establishment, the report must be made to the Government of India in the Finance Department, and if he belongs to the Madras or Bombay Establishment, to the Government of Madras or Bombay, as the case may be

NOTE—[A copy of this rule should be furnished by the Accountant General to every officer (if he be in India) who applies to resign with an intimation that there will be delay in the commencement of his annuity if he does not report the place at which payment is desired and if he is leaving India the date of his departure (See also Rule 1 under Article 975)]

982 Annuities are payable in arrear, monthly, and to date of decease

983 (a) Payment of annuities and gratuities may be taken at the Home treasury in sterling money, or in India in rupees, at the following rate—

- (i) If the annuitant was on the Bengal Establishment—10½ rupees for each pound sterling
- (ii) If the annuitant was on the Madras or Bombay Establishment, —10 65 rupees for each pound sterling

NOTE—[The reasons for the difference in the rates of exchange are to be found in the history of the Annuity Funds. The rates of exchange differ considerably in the various Service Funds.]

(b) Provided that any annuitant, who is a permanent resident in India may, if he wishes to draw his annuity in that country, exercise the option

of receiving it at the rate of exchange annually fixed for the adjustment of transactions between the British and Indian Exchequers

NOTE.—[This rule applies to all officers whose pensions are stated in sterling, and who being resident in Asia take payment in India.]

984 Transfer from the Home treasury to an Indian treasury, and vice versa, is permitted twice only

985 Whenever a certificate is issued for the payment of an annuity from the Home treasury, the amount of the annuity must be stated in pounds sterling and not in rupees, and in the case of transfer of payment from India to the Home treasury it must be distinctly recorded that no further payment on account thereof will be made in India

986 An officer who resigns the Service while he is in Europe, and who has completed the requisite period of service and residence, and elected to draw his annuity from the Home treasury, can obtain advances from the Secretary of State for India, pending receipt of the authorities referred to in Article 975

987 Payment of annuities may be made in any Colony named in Appendix 15 in accordance with the procedure laid down in Articles 966 to 973

— Chapter L.—Pensions to Chaplains.

may be made to, and pensions are granted either by the Government of Bombay, or the Government of Madras, or by the Secretary of State

[Officers who proceed to Europe on leave should give the Secretary of State notice of their intention to retire without returning to India.]

The date on which the Chaplain ceases to serve should also be stated whether he is on duty or on leave, and

proceeding to England on retirement, without procuring a certificate in Form 30—

in the Bengal Establishment, or a Chaplain of Scotland serving in the Bengal Presidency, or the Bombay

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(b) The copy of the sanctioning order forwarded to the officer will be his authority for drawing his annuity or gratuity

(c) In the case of an officer on the Madras or Bombay Establishment, the annuity or gratuity will be sanctioned by the Government of Madras or Bombay, as the case may be

Section II—Payment.

979 The annuity of an officer who leaves India by sea when retiring from the Service at the end of subsidiary leave begins, and his subsidiary leave ends, on the day of the departure of the vessel in which he sails

say, if he belongs to the Madras or Bombay Establishment —

- (1) Name of officer
- (2) Date on which he made over charge of his office
- (3) The amount of subsidiary leave granted if any
- (4) Date up to (and including) which subsidiary leave allowances have been drawn.
- (5) What demands, if any, are outstanding against the officer]

case of an officer not borne on the cadre of the Madras (Bombay) or Bengal Presidencies and to the Government of Madras, Bombay or Bengal, if he belongs to the Madras Bombay or Bengal cadres —

- | | |
|---|--|
| <ol style="list-style-type: none"> 1 Name of officer 2 Date on which he made over charge of his office 3 The amount of subsidiary leave granted if any | <ol style="list-style-type: none"> 4 Date up to (and including) which subsidiary leave allowances have been drawn 5 What demands, if any, are outstanding against the officer] |
|---|--|

of receiving it at the rate of exchange annually fixed for the adjustment of transactions between the British and Indian Exchequers

NOTE.—[This rule applies to all officers whose pensions are stated in sterling and who being resident in India take payment in India]

984 Transfer from the Home treasury to an Indian treasury, and vice versa, is permitted twice only

985 Whenever a certificate is issued for the payment of an annuity from the Home treasury, the amount of the annuity must be stated in pounds sterling and not in rupees, and in the case of transfer of payment from India to the Home treasury, it must be distinctly recorded that no further payment on account thereof will be made in India

986 An officer who resigns the Service while he is in Europe, and who has completed the requisite period of service and residence, and elected to draw his annuity from the Home treasury can obtain advances from the Secretary of State for India, pending receipt of the authorities referred to in Article 978

987 Payment of annuities may be made in any Colony named in Appendix 15 in accordance with the procedure laid down in Articles 966 to 973

Chapter L—Pensions to Chaplains

988 Applications may be made to and pensions are granted either by the Government of India the Government of Bombay, or the Government of Madras (as the case may be), or by the Secretary of State

NOTE.—[A Chaplain who proceeds to Europe on leave should give the Secretary of State at least four months' notice if he decides to retire without returning to India]

if the latter for what period.

989 A Chaplain proceeding to England on retirement, without applying for pension, should procure a certificate in Form 10—

- (i) If he is a Chaplain on the Bengal Establishment, or a Chaplain of the Church of Scotland serving in the Bengal Presidency, —from the Comptroller, India Treasuries,
- (ii) If he is a Chaplain on the Bombay or the Madras Establishment or a Chaplain of the Church of Scotland serving in Madras or Bombay, —from the Accountant General at Bombay or Madras (as the case may be)

990 A Chaplain of the Church of England, who wishes to obtain pension from the authorities in India, must submit his application through the

Archdeacon or Bishop of his Diocese, to the Government of India in the Home Department if he belongs to the Bengal Ecclesiastical Establishment, and to the Local Government if he belongs to the Madras or Bombay Ecclesiastical Establishment

991 A Chaplain of the Church of Scotland, who wishes to obtain pension from the authorities in India, must submit his application, through the Presidency Senior Chaplain if he is not himself the Presidency Senior Chaplain, to the Government of India in the Home Department if he is serving in the Bengal Presidency, and to the Local Government if he is serving in Madras or Bombay

992 The Home Department, or the Government of Madras or Bombay, before accepting the resignation of a Chaplain, should obtain a certificate from the Comptroller, India Treasuries, or the Accountant General, Madras or Bombay, as the case may be, showing the Chaplain's service, residence, and the amount of pension to which he is entitled

993 (a) In the case of the Bengal Presidency, if the Chaplain's resignation is accepted, the case should be forwarded to the Finance Department of the Government of India, in which Department the pension to which the Chaplain is entitled will be sanctioned

(b) In the case of the Madras or Bombay Presidency, the procedure is the same, but the pension is sanctioned by the Government of Madras or Bombay as the case may be

994 A Chaplain to whom pension has been granted in India should be careful before proceeding to England to obtain the usual certificate of the last issue of pay or pension to him in India

PART X

PART XI.—REGULATIONS RELATING TO TRAVELLING ALLOWANCES.

GENERAL ARRANGEMENT

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PART XI.—REGULATIONS RELATING TO TRAVELLING ALLOWANCES.

Chapter LI.—Definitions and General Rules.

Section I—Principles of Calculation.

995 Travelling allowance is given to an officer to cover the actual travelling expenses incurred by him in travelling in the interests of the public service. It is a fundamental principle that the allowance is not to be a source of profit, and, save as specially provided in these Regulations, no allowances are granted to meet the expenses of the families of officers accompanying them when travelling on duty.

Route for calculation of Travelling Allowance

996 (a) For the purpose of calculating travelling allowance, a journey between two stations is held to be performed by the shortest of two or more practicable routes or by the cheapest of such routes as may be equally short.

NOTE—[Where there are alternative railway routes and the difference between them in point of time and cost is not great travelling allowance should be allowed for the route actually used.]

(b) The shortest route is that by which the traveller can most speedily reach his destination by the ordinary modes of travelling. In case of doubt the Head of the Department concerned will, in respect of journeys within his jurisdiction performed by officers under his control, declare which shall be regarded as the shortest of two or more routes.

(c) If an officer travels by a route which is not the shortest, but which is cheaper than the shortest, his travelling allowance is calculated by the route by which he makes the journey.

997 The Local Government, or the Head of the Department in the case of journeys within his jurisdiction performed by officers under his control, for special recorded reasons, may permit travelling allowance to be calculated by a route other than the shortest or cheapest, provided that the journey is actually performed by such route.

NOTE—[In the case of journeys between stations which are in the jurisdiction of different Local Governments heads of departments under whose orders transfers are made from one Province to another may exercise the powers of a Local Government under Articles 996 and 997.]

998 The point in any station from which a journey is held to commence, or at which it is held to end, is the chief public office or any other point fixed for the purpose by the Local Government.

NOTE—[See Note under Article 1063 (m) (i).]

When means of locomotion are supplied

999 An officer who is provided with and avails himself of the means of locomotion at the expense of the State or of Local Funds either—

- (i) may draw half the travelling allowance ordinarily admissible to him for a journey of the same kind, or
- (ii) is subject to the deduction from his travelling allowance of such fixed hire or charge as the Local Government or the Head of an Imperial Department in respect of journeys within his jurisdiction performed by officers appointed by him and under his control, may by any general rules determine

NOTE—[The case of an officer who is supplied with a boat or carriage but who pays all expenses of its use or propulsion, does not fall within clause (i) of this Article in such cases a fixed hire under clause (ii) may be charged.]

1 This Article does not apply to—

(a) Officers of the fourth class

(b) (i) Gazetted Officers and Rangers of the Forest Department serving in the Sunderbans Division

(ii) Certain officers and their establishments in Aden and in Persia and the Persian Gulf as detailed in the Manuals of the Audit officers concerned

Are entitled to half the daily allowance ordinarily admissible

(c) When travelling by steamer supplied at the expense of the State—

(i) The Executive Engineer, Eastern Nara, and his establishments

(ii) The establishment accompanying the Commissioner in Sind the Deputy Commissioner, Upper Sind Frontier, and the Superintending Engineer, Sind

Provided a certificate is furnished by the officer concerned that complete camp equipment was maintained throughout the period occupied by the journey

(iii) Officers and subordinates of the Irrigation Department in Sind These officers draw ordinary travelling allowances subject to the following conditions, namely, —

(1) that the officer concerned, or, if he be of lower rank than an Executive Engineer, the Executive Engineer, certifies that complete camp equipment was maintained throughout the journey, and

2) that mileage allowance cannot be drawn in lieu of daily allowance for journeys over twenty miles by steamer or partly by steamer and partly by road, unless the portion of the journey performed by road exceeds twenty miles, when mileage should be calculated on the road journey only

- (d) When travelling by boat supplied at the expense of the State—
- (i) The Commissioner of Customs, Salt, Opium and Abkari, Bombay
 - (ii) The Collector or Assistant Collectors of Salt Revenue in Bombay
- (e) The Commissioner in the Sunderbans and his establishment when on tour in the Sunderbans
- (f) Officers who are entitled to or are allowed free transit by railway whether under a free pass (see Appendix 30) or otherwise
- (g) Officers who are provided with elephants required for the conduct of professional operations and not for their private use
- (h) Officers using motor cars or motor cycles supplied by Government or a Local Fund. These officers draw half the daily allowance ordinarily admissible and are not entitled to exchange the daily rate for mileage under Article 1065

In the case of officers who draw fixed travelling allowance, a deduction of Rs 3 shall be made for every day on which they travel in motor cars provided from General Revenues or Local Funds

If a journey by motor car or motor cycle provided by Government or a Local Fund is combined with a road journey by ordinary conveyance the officer so travelling may at his option draw either (1) the full daily allowance admissible under Article 1063, or (2) if the journey by ordinary conveyance exceeds 20 miles, the mileage allowance admissible under Articles 1034-1037. No extra allowance will in either case be drawn on account of the journey by motor car

- (i) Officers of the Salt Department in Bengal when travelling by steamers or boats provided by Government. These officers draw daily allowance at ordinary rates, not subject to increase under Article 1140 but no mileage
- (j) Chauffeurs of motor cars supplied by Government or a Local Fund, when performing road journeys on motor cars in their charge and involving an absence of not less than one night from head quarters. In such cases, they will draw half the daily allowance ordinarily admissible to officers of their class (Articles 1002 and 1063), subject to a minimum of 6 annas in the Bombay Presidency and 4 annas elsewhere. The daily allow-

Camp Equipment and Horses

1000 When the Local Government is satisfied that it is in the interests of the public service that an officer required to travel on public duty should send his horses, camels, motor cars, motor-cycles, bicycles, or camp equipment by railway or steamer or in Burma, send his horses, by a vessel other than a

mer, it may, by special order in each case, permit him to recover, in addition to his authorised travelling allowance, the actual cost of their carriage including, whether separately charged for or not, the cost of conveyance of one syce and one grass cutter for each horse

NOTE.—[An officer in receipt of a permanent monthly travelling allowance is not entitled to the privilege of this Article]

1001 The Local Government may prescribe such limitation as it thinks fit regarding the maximum weight of camp equipment and number of horses to be carried by an officer of any class or department, and may, subject to such limitations, delegate its power of sanction under Article 1000 to any head of a department or controlling or inspecting officer

Section II — Classification of officers

1002 For the purposes of this Part of the Regulations officers are divided into four classes —

First — The first class includes members of the Indian Civil Service, Statutory Civil Servants, ex Statutory members of the Provincial Civil Service, members of the Provincial Civil Service in Madras, Bombay, Bengal, the United Provinces, the Punjab and the Central Provinces holding any of the appointments mentioned in Appendix 5, members of the Provincial Civil Service in Burma and Assam appointed to hold posts ordinarily reserved for members of the Commission, Military Commissioned and Departmental officers, Chaplains, the officers mentioned in Appendix 18, and any other officer who holds an appointment the pay or maximum pay of which exceeds Rs 500

Second — The second class includes Warrant officers, Non Commissioned officers Civil Assistant Surgeons, Civil Apothecaries in Madras, Probationary and Assistant Superintendents of the Post Office, Sub Deputy Collectors in Bengal and Assam all Deputy Inspectors of schools in Eastern Bengal and Assam substantive or temporary, Assistant Deputy Educational Inspectors in Bombay and inspecting officers of lower rank than Inspectresses of schools, Probationary Deputy Collectors in Bengal, Probationary Deputy Collectors and Extra Assistant Commissioners in Eastern Bengal and Assam qualified students of the Thomason College under practical training and any other officer, not included in the first class, who holds an appointment the pay or maximum pay of which exceeds Rs 100

Third — The third class includes all officers in superior service not included in the first or second class and jail warders in the Bombay Presidency drawing more than Rs 10 a month.

Fourth — The fourth class includes all officers in inferior service

NOTE 1 — [Fitters and other mechanics employed on State Railways and drawing a higher rate of pay than constables are included in the fourth class according to the rate of their pay except —]

(a) Of rank higher than constable everywhere

(b) Of the rank of constable in the Aden and Makhdi and Police

(c) Mounted constables in Sind]

1003 Honorary Magistrates, who are not officials of Government, may, when employed on Government work under the orders of the District Magistrate, be appointed to any office or duty not exceeding five miles from the place of their residence.

No 97.

Page 277 Article 1004

Substitute the following for this Article —

1004 The Local Government may grant travelling allowance under these Regulations to any person, who is not a Government official and who may be required to attend any meeting of a Commission of enquiry or of a Board, Conference, Committee or departmental enquiry, convened under (or with reference to) its orders to transact or advise upon matters of public business or to conduct examinations held under its authority, or who may be required to perform any public duties in an honorary capacity, and may for this purpose declare, by general or special order, to what class such a person belongs and to what daily allowance he is entitled, subject to the conditions (1) that the ordinary daily allowances for officers of the first and second classes, respectively, shall not exceed Rs 5 and Rs 3, and (2) that an ex-Government servant shall not be granted travelling allowance by a higher class than that to which he belonged when last in Government service. It may also, at its discretion, grant such a person, in lieu of travelling allowances under these Regulations the travelling hotel and carriage expenses actually incurred by him.

NOTE 1 — [The grant of travelling allowance under these Regulations is desirable as far as possible in all cases falling under this Article as it avoids correspondence and tends to facility of audit.]

NOTE 2 — [The Local Government may delegate its powers under this Article to the Head of the Department concerned or to the Government officer presiding over the meeting of the Commission etc.]

(8th Edition No 11 dated 1-11)

— — — — —
sponding rank with permanent appointments

Combination of Appointments

1009 An officer holding either temporarily or permanently, two separate appointments is entitled only to the travelling allowance attached to one of them, but in the case of permanent allowances, the Local Government may, by special order, allow an officer to draw the travelling allowance exceeding the aggregate of the allowances to which he is entitled, provided that the total does not exceed the aggregate of the allowances to which he is entitled, plus the additional travelling expenses only one.

1010 An officer placed in charge of the current duties of an office is not entitled to the travelling allowance attached to the office, except under the special order of the authority empowered to give such charge and in the following cases —

(a) An Assistant or a Deputy Superintendent of Police placed in charge of the office of a District Superintendent may draw the travelling allowance

of a District Superintendent and an Inspector placed in charge of the office of a District Superintendent, Assistant Superintendent or Deputy Superintendent may draw the travelling allowance of a Deputy Superintendent.

(b) An officer in the Survey of India, whatever his substantive rank may be, draws when in charge of a Survey Party, the travelling allowance of a Deputy Superintendent.

(c) A certain number of upper subordinates in the Buildings and Roads and Irrigation Branches, respectively, of the Punjab, the United Provinces and Bengal, according to a scale sanctioned from time to time by the Government of India in the Public Works Department when placed in charge of districts or sub divisions are allowed travelling allowance at the rates admissible to Assistant Engineers, or Sub Engineers as may be ordered by the Local Government. Lower subordinates of the United Provinces, Buildings and Roads Branch, when similarly placed in charge of districts or sub divisions, within the scale referred to above, draw travelling allowance at similar rates. Subordinates and Inspectors of Maintenance of the North-Western and Oudh and Rohilkhand Railways when placed in charge of sub divisions, or sub districts also draw travelling allowance at the rates admissible to Assistant Engineers.

(d) A lower subordinate placed in charge of a properly constituted subdivision in Bengal or in Burma may be granted the same travelling allowances as an upper subordinate when the necessity for such an arrangement arises in consequence of the paucity or absence of upper subordinates.

1. The Local Government may delegate its power under this Article to the Head of a Department or Commissioner of a Division.

Chapter LII.—*Mileage Allowances.*

NOTE.—[The rules in this Chapter are rules of calculation only—that is they prescribe the method of calculating travelling allowances in those cases in which they are regulated by the distance travelled. The succeeding Chapters must be referred to for a definition of the circumstances under which the title to the allowances accrues.]

Section I.—*Travelling by Railway*

1011 Officers travelling by railway on duty are entitled to class accommodation according to the following scale—

(a) *Officers of the First Class*—First, or, where there are only two classes, upper class.

(b) *Officers of the Second Class*—Second or, where there are only two classes apart from the intermediate, upper class.

(c) *Officers of the Third Class*—Intermediate class or if in the train by which the officer is required to travel there be no "Intermediate" compartment then—

(i) where there are only two classes—lower class.

(ii) where there are three classes,—second class if the officer's pay and maximum pay is not less than Rs. 50, otherwise, third class.

(d) *Officers of the Fourth Class*—Lowest class, whether called lower, third or fourth

NOTE—[On the Darjeeling Himalayan Railway all officers of the third class are entitled only to third class accommodation.]

No. 28.

Page 279. Article 1012.

No. 297.

Page 279. Article 1012.

Substitute the following for the 3rd item of the list of exceptions under this Article as amended by correction list No 28, dated 1st October 1910 :—

Annas

(3rd Edition, No 297, dated 1-7-12)

fares for which the deduction is not made]

1 Police Inspectors and Chief Constables in Bombay employed exclusively on railways are not liable to have their allowances reduced when they use a free pass.

1014 When an officer is entitled to travel in a higher class at a lower fare, his travelling allowance must be reduced by the amount by which the fare of the class in which he travels exceeds the fare actually paid

Unopened Lines

1015 (a) An officer of the State Railways or the Telegraph Department travelling on an unopened line of railway by trolley, material train or engine, draws in addition to the actual cost of haulage (if any) the following mileage allowances, i.e.—

If an Officer of the first class	.	.	.	1½ annas
Ditto second class	.	.	.	9 pies
Ditto third or fourth class	.	.	.	3 "

PART XI.

(b) This Article is not applicable to officers of the Consulting Engineer's department, or to officers attached to open lines of railway

(c) An officer cannot draw any other allowance in lieu of, or in addition to, this special allowance, except—

(i) when he makes a journey of less than twenty miles partly by trolley and partly by road in which case he can only draw daily allowance, for the whole journey, * and

(ii) when he remains absent from head quarters for a night, in which case he can draw, at his option either daily allowance, or the allowance admissible under this Article

(iii) when the conditions of Article 1061 (a) are satisfied, in which case he may draw also the allowances admissible under that Article

NOTE.—[The special allowance admissible under this Article is not affected by Article 999]

Section II.—Travelling by Sea or River.

1016 An officer when travelling by sea or in a river steamer, is allowed either free accommodation or the amount of passage money actually paid for accommodation, on the undermentioned scale —

(a) *Officer of the First Class*—First class for himself, and lowest class for two or, if his salary is not less than Rs 1,000 three servants

(b) *Officer of the Second or Third Class*—Middle or second class for himself and lowest class for one servant

(c) *Officer of the Fourth Class*—Lowest class

1017 The preceding Article is subject to the following provisos —

(a) An officer of the second class whose pay is not less than Rs 200, may elect for any journey to claim accommodation under clause (a), in which case he will also come under the other rules in this Section applicable to first class officers

(b) The head of the office may direct that any officer whose pay does not exceed Rs 30 shall be allowed accommodation under clause (c) only

1018 The Director of the Royal Indian Marine when travelling on duty by sea or in a river steamer, and the Political Resident at Aden when travelling on duty by sea in that capacity may recover the actual cost incurred by them in securing reserved accommodation up to an amount not exceeding double that admissible as passage money for themselves under Article 1016 (a)

1019 The Travelling Inspector of Emigrants, Assam, while actually engaged on the duties of Travelling Inspector, may draw first class fares for journeys by steamer

* When the journey is more than twenty miles and is made partly by road and partly by trolley the allowances are regulated by Article 1060 (iii)

1020 In cases of doubt or in cases in which owing to the arrangement of the classes on the steamer, the rules if construed strictly, involve hard ship, the Local Government or the Head of a Department in respect of non-gazetted subordinates has power to decide what class of accommodation any particular officer should be allowed

1021 Except as provided in Articles 1000, 1094 (Exception I) and 1098 no more personal luggage can be carried at the expense of the State than the quantity the freight on which is included in the charge for passage

Table money

1022 If board is provided for an officer

Page 281 Article 1022

Omit the word "not" between "is" and "included" in the third line of this Article

(5th Edition No 9 dated 1810)

- (i) If the board includes wines and liquors, three twentieths of salary up to a maximum of Rs 8
- (ii) Otherwise, three fortieths of salary up to a maximum of Rs 4

NOTE.—[In the case of Political Officers in the Persian Gulf and at Muskat travelling on duty in H. M. S. ships or R. I. M. vessels table money is recovered at the rate of three fortieths of salary up to a maximum of Rs. 4 a day whether board includes wines or not.]

1023 If board is not provided on the vessel, or, though provided, cannot, owing to caste or other religious scruples, be availed of, an officer of the second, third, or fourth class is entitled to table money on every day on which he dines on board—

- (i) At the rate of daily allowance prescribed in Article 1063, subject to a minimum of four annas for himself and for each member of his family for whom passage money is admissible and who is not less than six years of age, and
- (ii) At half such rate for each such member of his family who is less than six years of age

Explanation.—Table money is not recovered from an officer of the second, third or fourth class in the case mentioned in Article 1022 nor paid to an officer of the first class in the case mentioned in Article 1023

1024 Port Officers when travelling on detached duty are not subject to any deduction on account of table money if board is provided on the vessel, and, if board is not provided, they are entitled to table money at the rates of daily allowances prescribed in Appendix 25

1025 A second class passenger is not entitled to be supplied with mess at the Commander's table, unless no other mess is provided on the steamer

1026 When the route by which an officer is entitled to draw travelling allowance embraces a journey by sea which is not actually undertaken (whether owing to the officer's not travelling by the direct route or otherwise),

table money should be recovered from or paid to such officer for the average number of days which the passage occupies, such average, in case of doubt, being determined by the Local Government

NOTE —[Articles 1022 to 1026 regarding the recovery of table money apply to voyages in the neighbourhood of India only]

1027 and 1027A *Cancelled*

Government vessels

1028 An officer is bound to travel in an Indian Government vessel, if suitable accommodation be offered to him

1029 An officer travelling otherwise than on payment of passage money in a vessel, the cost of which is paid by the State or Local Funds, is subject to the rules regarding scale of accommodation in Articles 1016 and 1017 and table money in Articles 1023 and 1023. But the travelling allowance of an officer travelling in a vessel, the crew of which is paid by himself and not by the State or Local Funds, is regulated by Article 999

1030 The rates payable to Commanders of Government vessels for the entertainment on board of officers of the first and second classes together with their families and servants, and all officers in inferior service, when such officers travel as ordinary passengers, and the rates payable for the entertainment on board a vessel of the Royal Indian Marine of officers travelling on special occasions are contained in Appendix 19

Crossing River by Steamer

1031 The rules in this section apply to an officer crossing a river by steamer in the course of a journey, but when such river crossing occurs in the course of a railway journey, and the charge therefor is included in the railway fare, the rules in Section I of this Chapter are applied

Embarking and Disembarking

1032 In addition to passage money an officer travelling by steamer is reimbursed the actual expenses incurred by him in embarking and disembarking, i.e., the charges from the quay to the vessel, such as wharfage fees, boat hire, and the like. Charges incurred on shore are not reimbursed

Section III.—Travelling by Road.

1033 Travelling by road includes travelling by sea or river otherwise than in a steamer (e.g., by steam launch or by boat), and travelling by canals

Ordinary Mileage Rates

1034 (a) For journeys by road, mileage allowance is calculated at the following rates —

Officers of the 1st class	8 annas	Officers of the 3rd class	2 annas
" " 2nd "	4 "	" " 4th "	1 anna

provided that (except in cases of transfer) a non gazetted ministerial or a menial officer is only entitled to actual travelling expenses not exceeding the rate for his class [See Rule 1 under Article 1065 (12)]

(b) In cases where the journey is made by a motor car service open to the public on hire, the allowance shall not exceed twice the actual fare charged

1035 In calculating travelling allowance at mileage rates, fractions of a mile should be omitted, but only in the total of a bill for any one journey, and not in the various items which make up the bill.

Special Mileage Rates

Page 283. Article 1036.

Substitute the following for the 2nd item of the list in Cl. (a) of this Article as amended by correction list No. 28, dated October 1910 —

Sub Collectors, Head, Senior and Special Assistant Collectors, Deputy Conservators, Assistant Conservators when placed in charge of Forest Divisions or employed as Instructors at the Forest College, Coimbatore and Forest Settlement Deputy Collectors

6 11 0

(5th Edition, No 297, dated 1-7-12)

AND ALSO

Page 283 Article 1036.

Strike out the fifth item of the list in clause (b) of this Article, relating to Extra Assistant Conservators.

(5th Edition No 178, dated 1-8-11)

NO. 98.

Page 283. Article 1036.

Substitute the following for the 3rd item of the list in clause (b) of this Article. —

Assistant Inspectors of Schools, Bengal and Eastern Bengal and Assam

(5th Edition No. 98 dated 1-2-11)

1037. (a) When an officer of a class lower than superior authority to travel by special means of conveyance, the cost of which exceeds the daily allowance under Article 1063 when daily allowance is not admissible, the actual cost of transit may be allowed. The actual cost of transit may be allowed when the actual cost of transit exceeds the daily allowance under Article 1063 when daily allowance is not admissible, the actual cost of transit may be allowed.

P 2

that the use of the special means of conveyance was absolutely necessary, and specifying the circumstances which rendered it necessary

(b) The Audit Officer will report, for the orders of the Local Government, any case in which the concession appears to have been improperly granted

Chapter LIII.—Travelling Allowances for Journeys on Tour

Section I —General Rules

1038 An officer other than one of those referred to in Article 1039, whose duties, whether ordinary or special, necessitate his travelling within or (under proper authority) beyond the circle of his ordinary jurisdiction is entitled to travelling allowance which may be either—

(a) a permanent monthly allowance,	} These may, under certain conditions be exchanged for mileage under Chapter LII
(b) a daily allowance,	

(c) a conveyance allowance or actual conveyance hire

Journeys to hill stations do not come within this rule

1 An officer undertaking a journey to attend a Chapter of the Star of India or of the Indian Empire to which he has been summoned, travels on duty within the meaning of this Article

2 A Chaplain proceeding to a distance from head-quarters to solemnise a marriage or a medical officer leaving his station to attend upon the family of a public officer which he is not bound to attend free of charge as a part of his regular duties, is not travelling on duty within the meaning of this Article

1039 The pay of the officers named in Appendix 20 has been fixed so as to compensate them for the cost of ordinary journeys (other than journeys by rail or steamer) within their respective jurisdictions, and they are not entitled to travelling allowance for such journeys. When travelling by rail or steamer within jurisdiction, they are entitled to travelling allowance under Articles 1011 to 1032. When proceeding under proper authority beyond their jurisdiction, they are entitled to travelling allowance for their entire journey, including such part of it as is within their jurisdiction.

1040 The Local Government is empowered to add to the list of officers in Appendix 20 subject to confirmation, on report of its proceedings to the Government of India

Limits of Ordinary Jurisdiction

1041 A Local Government may fix the limits of ordinary jurisdiction for, and impose restrictions upon, the duration and frequency of the journeys on any specified duty of any officer or class of officers

Tents

1042. (a) The Local Government or the Head of an Imperial Department in respect of his subordinates, is empowered to lay down the scale of Government tents to be supplied for the use on tour of any particular officer or class of officers for office and, if it think fit, private purposes

(b) When tents which are the property of Government are used only for office purposes by an officer on tour, they are carried at Government expense. When they are used partly for office and partly for private purposes, the officer using them must, save as provided in Article 1000, pay half the cost of carriage. When they are used wholly for private purposes, the officer using them must, unless the case is met by Article 1000, pay the whole cost of carriage

1043 *Cancelled*

Section II—Permanent Allowances

1044 A permanent monthly travelling allowance is granted in lieu of all other travelling allowances for journeys within an officer's circle of duty, and is drawn all the year round, whether the officer entitled to it is at the time absent from his head quarters or not. Officers in receipt of such an allowance should deduct from the amount drawn each month, the value of the fares for any railway journeys for which they have used a free pass during the month

Exceptions—The following officers who draw permanent monthly travelling allowance

(b) Police Inspectors in Bombay

1045 The Local Government may, either by a general order applying to a class of officers or by a special order, permit an officer whose circle of duty extends beyond the limits of a single district, to draw, whenever his actual travelling expenses for a duly authorised journey on duty by public conveyance exceed double the amount of his permanent allowance for the period occupied in such journey, the difference between such double permanent allowance and the allowance admissible under Chapter LII in addition to his ordinary permanent allowance for such period

1046. An officer in receipt of a permanent monthly allowance may, when proceeding, under proper authority, beyond his jurisdiction exchange his permanent allowance for the entire journey, including such part of it as is

within his jurisdiction, for the allowances admissible under Article 1065, the daily allowance being taken to be one thirtieth of the permanent monthly allowance

1047 A permanent monthly allowance cannot be drawn during absence on leave or during joining time, or for any period for which travelling allowance of any other kind is drawn. But save as provided in this Article a permanent allowance may, at the option of the officer receiving it, be drawn

For this Article —	
150 a month	Rs.
10	"
5	"
3	"
2	"
1	"
Assistant Conservator	20 "

(b) Where a charge is specially extensive, or travelling is unusually costly, the above scale may be increased, with the previous sanction of the Government of India, by twenty five or fifty per cent

1050 Conservators of Forests in Madras may grant a Forester not in charge of a Range a permanent monthly travelling allowance not exceeding Rs 8

1051 Munshis and clerks attached to Canal Divisions of the Public Works Department and sub divisional clerks and munshis on the establishment of the Executive Engineer, Kumaun Government Estates, United Provinces, who are liable to be at any time required to go on tour, may, at the option of the Local Government, be granted a permanent monthly allowance of Rs 10, in lieu of all other travelling allowance

NOTE.—[Munshis and clerks stationed beyond the external boundaries of the Hazara Peshawar Kohat Dera Ismail Khan or Dera Ghazi Khan districts receive a permanent monthly allowance of Rs 15, with the sanction of the Local Government in each case]

Section III.—Daily Allowances—Conditions

1052 (a) A daily allowance is intended to cover the ordinary daily charges of an officer on tour, it is drawn only during absence from head quarters on

duty, including the period of halts on duty, or on an authorised holiday, during such absence

(b) Save where otherwise expressly provided, daily allowance is inadmissible for journeys, or halts in the course of journeys, under any other Chapter of these Regulations

1053 The period of absence from head quarters begins on the day on which the officer actually leaves head quarters, and ends on the day on which he returns to them. It is not reckoned by the departure or return of his camp equipage

1054. (a) The Local Government may apply the provisions regarding a halt at head quarters, contained in Article 1059, subject to the conditions and certificates therein specified (as far as applicable), and to such other restrictions as may seem requisite, to the period, if any, intervening between the departure from, or arrival at, head quarters of an officer and of his camp equipage

(b) In the case of officers in Sind the Local Government may similarly apply the provisions of Article 1059 to the period between the engagement of —

No. 99.

Page 287 Article 1055

Substitute the following for Exception 2 to this Article —

2 In the Bombay Presidency, general duty Karkuns general duty Circle Inspectors and their peons, Talatis deputed on duty outside their jurisdictions Taluka Head Munshis in the Province of Sind when deputed to carry out field inspections or other similar work ordinarily

carried out by — — — — — and Sub Inspectors as do not receive a horse — — — — — of stationary dispensaries are exempted from the above — — — — — attached to Revenue Inspectors in the Mairas Presidency

(8th Edition, No 99 dated 12-11)

Carry on "field inspections or other similar work ordinarily carried out by Mukhtiyarkans" after "jurisdictions" in line 2 of exception 2 of this Article.

(8th Edition, No 30, dated 1-10-10)

Halts during Tour.

1056 A daily allowance may not be drawn for more than ten days of a halt at one place. But general exemptions from the operation of this rule may be sanctioned by the Local Government by a general rule or order, where they are satisfied,

- (a) that prolonged halts are necessary in the interests of the public service, and
- (b) that such halts necessitate the maintenance of camp equipage or where no camp equipage is maintained, entail extra expense on the officer after the first ten days

Similar exemptions subject to the same conditions may be granted in individual cases up to a limit of 30 days by Imperial Heads of Departments and Provincial Heads of Departments Commissioners of Divisions Settlement Commissioners and Superintending Engineers to whom the Local Government may delegate authority for this purpose

It is open to the authority sanctioning the exemption to lay down any limits or conditions which it may think fit to impose, for instance when an exemption is made under this Article the full daily allowance admissible under rule may be reduced by such an amount and may be granted for such number of days as the sanctioning authority may deem proper in each case

NOTE 1.—[A General duty Karkun in Bombay draws daily allowance for the first 120 days of absence from head quarters in each financial year.]

NO. 312

No. 312

Page 288 Article 1057.

Substitute the following for this Article —

1057 (a) For the purpose of Article 1056 a halt is continuous unless terminated by an absence at a distance exceeding five miles for a period including not less than three nights

(b) In calculating the ten days referred to in that Article any day on which the officer is absent shall be excluded. For such days or if he is entitled

(c) After the expiry of ten days an officer may draw travelling allowance under the ordinary rules for journeys from the halting place even though followed by a return to it

Note.—[In Articles 1056 and 1057 the halting place for the purposes of Article 1056 should be considered to be the officer's temporary head-quarters.]

(5th Edition No 312 dated 1-1-12)

from the rule in Article 1056 conditionally or unconditionally, will be found in the Manuals of the local audit officers concerned.

Head-quarters

1059 (a) A Local Government may, by general or special order permit any officer or class of officers to draw, during a halt at head quarters the actual expense (not exceeding the daily allowance) of keeping up camp equipment (when it is necessary to do so) during a halt provided such actual expense may not be drawn for a longer period than twenty one days in Sind or Rajputana, and ten days in other places

Explanation.—A halt is not interrupted for the purpose of this rule by an absence on duty from the place of halting for less than three nights.

(b) An officer drawing an allowance under this Article for a halt at head quarters must certify that he has during such period kept up the whole or part of his camp equipment and that the expense so incurred is not less than the halting allowance drawn. In the case of a non gazetted or menial officer

the head of the office must also certify that it was necessary for such officer to keep up the whole or a part of his camp equipage as the case may be

(c) Except in the case of officers to whom Exception II to Article 1055 applies, a halt within five miles of head quarters in the course of a tour is, for the purpose of this Article, treated as a halt at head quarters

NOTE.—[Riding camels and riding horses may under the orders of the Local Government, be treated as camp equipage for the purposes of Article 1059 in the case of munshas and clerks in the Punjab and Sind, and as so for the purposes of Article 1064 (b) in the case of such officials in Sind.]

1060 The Local Government may determine, in case of doubt, what are the head quarters of any officer serving under it. The Head of an Imperial Department may similarly decide in the case of his subordinates

Cumulative Allowances

1061 (a) An officer compelled, on a sudden emergency, to leave his camp and proceed rapidly on duty to a place more than twenty miles distant, may, under the special order of the Local Government, draw the actual expense of maintaining such camp, not exceeding the daily allowance, in addition to the allowances admissible under Chapter LII, whether the camp be moved or not

(b) The Local Government may delegate its power under this Article to the head of a department

1062 An officer entitled to daily allowance, whose jurisdiction extends over a whole province, may, when making a journey of over a hundred miles to the first and from the last camp of a tour, in lieu of the daily allowance admissible for the days occupied by such journey, recover the whole necessary expenditure incurred thereupon, including the conveyance of camp equipment, servants' horses, motor cars, motor cycles, bicycles and private baggage. The number of servants' horses, motor cars, motor cycles, bicycles and the quantity of private baggage to be thus charged for should be fixed by the Local Government

Section IV—Daily Allowances—Rates

1063 Officers are entitled to daily allowances as follows —

- (i) An officer of the first class, Rs 5
- (ii) An officer of the second class, four annas for every Rs 25 or fraction of Rs 25 of the pay or maximum pay of his appointment, subject to a maximum of Rs 3
- (iii) An officer of the third class, two annas for every Rs 12½ or fraction of Rs 12½ of the pay or maximum pay of his appointment, subject to a minimum of six annas in the Bombay Presidency, or four annas elsewhere.

No. 100.

Page 290. Article 1063.

Substitute the following for Exception (d) under this Article —

(d) Clerks on tour —

the Viceroy's Council, or
period of the tour (extra)
not be drawn in addition

the sum of salary and

- (ii) Clerks on salaries of not less than Rs. 100, but less than Rs. 200 Half salary provided the sum of salary and allowance does not exceed Rs. 266½ a month.
(iii) Clerks on salaries of Rs. 200 and above—One third salary to a maximum of Rs. 200 a month.

NOTE.—[The Hospital Assistant attached to the Viceroy's dispensary and the Postmaster and Postmen of the Viceroy's Camp Post Office, when accompanying His Excellency on tour, are treated for the purposes of this rule as clerks.]

(5th Edition, No. 100, dated 1.2.11.)

- (iii) Clerks on salaries of Rs. 200 and above—One third salary to a maximum of Rs. 200 a month.

NOTE.—[The Hospital Assistant attached to the Viceroy's dispensary, when accompanying His Excellency on tour, is treated for the purposes of this rule as a clerk.]

(e) Permanent clerks, potdars and shroffs deputed to accompany remittances beyond their provinces to the places named below, are entitled to daily allowances at the following rates for the period of their absence on duty —

	Clerks.	Potdars and Shroffs
	Rs. a. p.	Rs. a. p.
(i) Bombay, Calcutta, Karachi and Rangoon	1 4 0	1 0 0
(ii) Other places	0 12 0	0 8 0

The Head Commissioner of Paper Currency and Comptroller General may however grant Rs. 1 8 to clerks, Rs. 1 4 to potdars or shroffs and annas 4 to peons, when he is satisfied that the rates otherwise admissible are insufficient.

(f) Clerks and Hospital Assistants accompanying the Lieutenant Governor of the Punjab on tour are granted an allowance of one-third salary, subject to a maximum of Rs. 50 and a minimum of Rs. 10 a month, from the date on which the camp leaves head quarters to the date of its return. Inferior servants are entitled to the free carriage of their baggage. Clerks accompanying the Lieutenant-Governor of Bengal on tour also draw allowances at the above rates.

(g) Settlement and Assistant Settlement Officers and Excise Deputy Collectors in Bengal are entitled to daily allowance at the following rates:—

(i) Officers on pay of Rs. 700 or upwards, Rs. 7 8 0 a day.

(ii) Officers on pay of less than Rs. 700 a month, 50 per cent. in excess of the rate of the salary at which they may be engaged. For instance, the rate in the 24th in the

(h) Cash clerks and potdars on the Eastern Bengal State Railway, when temporarily employed in the capacity of Assistant Pay clerks, and travelling with cash on the line, draw travelling allowance at the same rate as Assistant Pay clerks.

1064 With the following exceptions —

No. 143.

Page 291 Article 1064

Substitute the following for clause (2) of this Article —

(2) Secretaries or Joint Secretaries to Government in the Public Works Department of Madras, Bombay, Bengal, the United Provinces, Punjab, Burma and Eastern Bengal and Assam, when travelling with the Governor or Lieutenant Governor, are entitled to a daily allowance of Rs 10

(5th Edition No 143 dated 1-6-11)

Section V.—Mileage in lieu of Daily Allowances.

When Daily Allowances are exchangeable

1065. An officer may for any day draw in lieu of his daily allowance—

(i) if he travels by railway or steamer or both, the allowances admissible under Articles 1011 to 1015 or Articles 1016 to 1032, or both, as the case may be,

(ii) if he travels more than twenty miles by road, or if, being a non-gazetted ministerial or a menial officer, he travels by public or hired conveyance under a certificate from the head of the office that he was required to do so, the allowances admissible under Chapter LII

1. 11-11-11

11-11-11

fit to prescribe. Such restrictions or limits may, if considered advisable amount to an absolute prohibition of the exchange of daily allowance for mileage in certain cases or they may consist only in the prescribing of a subsidiary scale.]

(iii) if he travels partly by road and partly by rail or steamer, or both—

- (1) in respect of the road journey, the allowance admissible under Articles 1033 to 1037, limited unless the conditions of clause (ii) of this Article are fulfilled, to the amount of the daily allowance,

Note—[In determining the allowance admissible under clause (iii) (1) for a road journey other than a stage, the distance to be taken shall be the shortest route.]

- (2) in respect of the journey by railway or steamer, the allowances admissible under Article 999, or Articles 1011 to 1015, or Articles 1016 to 1032, or both, as the case may be

1066. In the case of officers whose salary does not exceed Rs 200 a month the Local Government may, by general or special order, and subject to such conditions as it thinks fit to impose, permit any officer or class of officers to draw allowances admissible under Chapter LII for the whole period of any absence from head quarters, on condition that no daily allowance is drawn for such period, if it considers that their duty is such that the daily allowance is not sufficient to cover travelling expenses

Officers attached to Railways.

1067. The following officers, whose duties require them to travel constantly by railway, are not entitled to allowances under Articles 1011 to 1015, except in cases of transfer from one line to another, but are granted daily allowances for any day on which they are absent from their station for more than eight hours, in addition to a free pass, or if they are not allowed a free pass, the fares for themselves and for the servants and baggage accompanying them which a free pass would cover —

Deputy or Assistant Inspector-General, Railway Police

Railway Magistrate, Rajputana

All officers and men of Railway Police

Subordinate police officers of the Provincial Criminal Investigation Department, Madras

All officers of the State Railways and of the Telegraph Departments, and medical subordinates attached to open lines of Guaranteed or State Railways, except the Train Staff or Running Establishment

The Additional Clergy Society's Chaplain at Indore and that Society's Railway Chaplain at Insein.

1. Inspectors of maintenance on State Railways are not entitled to draw allowances under this Article except when they are under special circumstances, absent from head quarters for more than eight hours between 9 a.m. and 5 p.m., such absence being certified by the head of their department.

NOTE —[The Railway Board may grant at their discretion travelling allowance under this rule to Permanent Way Inspectors temporarily transferred from open to unopened (construction) lines.]

■ The proviso in Article 23 applies to allowances drawn under this Article

3 In cases in which any of the above mentioned officers makes a road or steamer journey in combination with a railway journey, he may, if he travels to a place distant five miles or more from the point where he leaves the railway, draw in addition allowances under Articles 1033 to 1035, or Articles 1016 to 1021

NOTE —[The time thus spent on the road or steamer journey must be neglected by the officer in calculating the duration of absence from his station for the purpose of claiming daily allowance under this Article.]

Surveying Officers.

No. 82.

Page 293. Article 1068.

Insert the following as Rule 1 under this Article:—

(6th Edition, No. 82, dated 2-1-11)

Rs. 4, respectively

Rs. 4, respectively, a day of not less than six consecutive

NOTE —

Officers in the Survey of India Department.

1070. (a) The following special rules apply to officers in the Survey of India:—

- (1) A Survey officer may, for a journey in the field, exchange his daily allowance for the allowance admissible under Chapter LII only when he is specially authorized by the Surveyor-General or Deputy Surveyor-General, and when he has to travel by public or hired conveyance or is employed on special duty.

Substitute the following for the table under rule (a) (ii) of this Article:—

[illegible]

72 7222 22 22 2222 22-22

in lieu of the other than \$7.50 daily allowance may recover such actual expenses by bills prepared and countersigned as in the preceding clause. When coolies are employed, camp equipment and baggage must be limited to half these weights.

Officers in the Madras Survey

(b) The above rules apply also to officers in the Madras Survey (including those doing duty as Land Records Superintendent), with the two following modifications, namely, the Deputy Director of Survey and the Deputy Director of Land Records exercise the functions of the Surveyor General or

Deputy Surveyor General, and the following table is substituted for the table in clause (a)

	When obliged to travel with camp equipment	Otherwise
<i>Servants</i>	No	No
For an Assistant Director of the 1st 2nd 3rd or 4th class and for an Assistant Director of the 5th class when in charge of a survey party	6	3
For an Assistant Director of the 5th class when not in charge of a survey party	4	2
For a Sub Assistant	3	1
<i>Camp Equipment and Baggage</i>	Mds	Mds
For an Assistant Director of the 1st 2nd 3rd or 4th class and for an Assistant Director of the 5th class when in charge of a survey party	30	12
For an Assistant Director of the 5th class when not in charge of a survey party	20	8
For a Sub Assistant	15	5
For Head Surveyors Deputy Surveyors Writers—		
(a) whose salaries are not less than Rs 50	8 }	2
(b) whose salaries are less than Rs 50	6 }	

1071 Clause (a) (ii) of Article 1070 applies to officers of the Geological Survey the bill in their case being countersigned by the Director

Other Special Cases

1072 (a) An Inspector of Post Offices may not exchange his daily allowance for mileage on journeys by road. When travelling by rail or sea or in a river steamer he draws the single fare of his class and a single fare (when actually paid) of the lowest class for one servant in addition to his daily allowance—Daily allowance is however not admissible when the officer is granted table money or avails himself of board provided on the steamer

(b) An Income tax Assessor in the interior of Bengal is not entitled to exchange his daily allowance for mileage

Inferior Servants

1073 An inferior servant if entitled to daily allowance under Article 1038 may, for a journey by railway, draw his daily allowance in addition

to railway fare. An inferior servant named in Appendix 20 may draw daily allowance in addition to the rail or steamer fare admissible under Article 1039 for an authorised journey beyond jurisdiction, but not for one within jurisdiction.

Note.—[In the Madras Presidency, the Local Government is authorised to sanction, in addition to daily allowance, the grant to inferior servants of all classes of actual expenses for travelling by boat or ferry during journeys outside jurisdiction though such journeys do not exceed 20 miles.]

Section VI.—Conveyance Allowances.

1074. When an officer has a large amount of travelling at or within a short distance from head quarters, for which travelling allowance is inadmissible under this Chapter, a permanent conveyance or horse allowance is granted to him, which is drawn throughout the year.

1075. Conveyance allowances are granted to the officers named in Appendix 26.

Additions to this Appendix can be made only with the sanction of the Government of India.

How affected when on Tour or on Leave.

1076. (a) Save as provided in Article 1077 (b), a permanent conveyance allowance is not forfeited during absence from head-quarters, and may be drawn in addition to any other travelling allowance admissible under rule.

(b) It is, however, inadmissible during joining time or, except in the undermentioned cases, during leave.

Exception 1.—Provided it is not drawn by any other officer during his absence, conveyance allowance may be drawn during privilege leave by an Archdeacon, a Presidency Senior Chaplain of the Church of Scotland, a Chaplain, a line rider of the Indian Telegraph Department, a Police Inspector in Madras, in persons and Sub-Inspectors of the Calcutta Police, a Military Medical Subordinate employed in the Civil Department and a zailadar or a saluti in Baluchistan or Sind.

Person	of	Rank	or	Grade	or	Position	or	Office	or	Department	26 are
..	extra
..	and

Public Works, Railway, Telegraph, Forest and other Departments.

1077. (a) A conveyance allowance not exceeding the amount shown in each case in the following table may be granted to a subordinate named in the first column by the authority specified in the third column if such subordinate has a large amount of travelling at or near head-quarters.

(b) This allowance is forfeited whenever daily allowance or road mileage is drawn.

(c) The provisions of clause (1) of Article 1065 (iii) may be applied to such of these officers as draw no daily allowance, the limit of road mileage in

No. 101.

Page 297. Article 1077.

Substitute the following for the entries under "Public Works Department" and "Forest Department" in the table in clause (c) of this Article:—

No. 310.

Page 297. Article 1077.

Substitute the following for the first clause of the footnote relating to "Lower Subordinates" —

1078 (a) Managers of State Railways may grant a conveyance or horse allowance to subordinate employes on open lines of railway, in cases where the use of a trolley is, in their opinion, a source of danger or of inconvenience, whether with reference to the physical features of the line or to the passage of public trains

(b) The allowance, which is not to exceed Rs 30 a month for an officer who ranks with an Upper Subordinate, and Rs 15 a month for an officer who ranks with a Lower Subordinate, should be given on the understanding that an employe who draws it is on no account to be allowed the use of a trolley on the length in question, and c nnot draw ordinary travelling allowance while in receipt of this allowance

1 Sub Inspectors of maintenance on the Bolin Railway, who are prohibited from using trollies, may be given allowances not exceeding Rs 30 a month under this Article

1079 Subject to the restriction contained in the note under entry 26 in Appendix 25, a horse allowance of Rs 20 a month may be granted by the Local Government to any Income tax Assessor in Bengal employed in the Mufassal

Section VII.—Conveyance Hire

... .. a Police officer
 Sergeant, a mem-
 of the Telegraph
 Department or the Head Preventive officer at Karachi, is despatched as a messenger, on business to a place in the neighbourhood of the office to which the business appertains, or is, outside the ordinary course of duty, suddenly summoned to, or despatched from office or some place in the neighbourhood on urgent business, the actual expenses incurred may be charged to Government provided the head of the office certifies that the charge was unavoidable

1081 The Local Government may grant to any officer summoned temporarily on duty to a Presidency town
 allowance not exceeding Rs 3 a day as it is
 not draw conveyance allowance under
 daily travelling allowance

1082 Conveyance hire is granted in the special cases shown in Appendix 27 at the rates and under the conditions therein indicated

Chapter LIV —Other Journeys.

Section I.—Joining first Appointment.

1083 Travelling allowance is not orderd for
 the journey to join a first appointment in the
 of non-gazetted subordinates, whether permanent
 Government may, either by a special order in

general order in respect of any particular class of officers, allow travelling allowance, the rate admissible being that of the class (Article 1002) to which the appointment the officer proceeds to join belongs. The Local Government may delegate its powers of sanction in individual cases to any subordinate authority.

Exceptions.—In the following cases travelling allowances are admissible for joining a first appointment —

(a) To any person appointed to the Public Works or Railway Department, the Telegraph Department, the Survey of India, the Medical or any other Department in any capacity requiring technical skill or knowledge for which he has been specially trained.

(b) Under the special orders of the Director General, to a person newly appointed to the Postal Department to fill a temporary vacancy or a vacancy in another province in which no suitable person is procurable locally.

(c) To a Chaplain appointed to the service of Government while resident in India, from the place where he receives the order of appointment.

(d) Not exceeding actual expenses and under the special orders of the Surveyor General of India in each case, to computers and copyists of the Computing Party of the Trigonometrical Branch Office at Dehra Dun and computers of Astronomical Parties and to students of the Schools of Art and other Government schools who are appointed as draftsmen in the Survey of India Department.

Pensioner re employed

1084 The authority competent to sanction the re-appointment may grant travelling allowance to a pensioner or an officer thrown out of employment by reduction of establishment or abolition of appointment, for such part of the journey to take up a new office on re appointment to the public service, as falls within India.

No. 298.

Page 299. Article 1085.

Substitute the following for this Article :—

1085 The Local Government may grant a free passage for so much of a journey to join an appointment as is performed by sea to any person who is appointed by it or by the Government of India to an office which he cannot join except by sea.

(5th Edition, No. 293, dated 1-7-18)

Officers appointed in Europe

1087 The rules regarding (a) passage to India and outfit allowances (in case of appointment in Europe) and (b) return to Europe (on termination of appointment), of certain high officers, which have been framed by the Secretary of State, are given in Appendix 28

NOTE.—[The rule regarding a Chief Justice or Judge of any of the High Courts is included in Statutory Rule No. 40 in Article 613]

1088 Officers appointed in Europe to the public service in India, are ordinarily allowed by the Secretary of State a free passage to India

1089 *Cancelled*

1090 A Chaplain who, during his period of probation, is declared by a Medical Board to be permanently incapacitated for further service in India is entitled on retirement to a free passage to his country, provided that he has not before retirement taken leave on medical certificate. A probationer removed from the service for misconduct of any kind, or who resigns his position for any cause other than certified ill health, is not entitled to a return passage to his country, and is bound to refund the cost of his passage to India. The Local Government may, however, waive the claim to refund in cases not involving misconduct when satisfied that the circumstances justify this concession.

1091 An officer appointed to the Bengal Pilot Service is granted an Outfit Allowance of £20

Journeys from Port

1092 An officer who is appointed by the Secretary of State, while resident

which he is posted

1093 (a) If such an officer disembarks in India at any port other than the capital town of the Presidency to which he is attached, he is entitled to travelling allowance from such port to the first station to which he is posted, limited to the amount to which he would have been entitled under the preceding Article if he had disembarked at such capital town

(b) But if an officer is directed by the Secretary of State to proceed to a particular port, he is entitled to travelling allowance from that port

NOTE.—[For the purposes of the preceding Articles, an officer attached to any Province other than Bombay or Madras is held to be attached to the Bengal Presidency]

Section II.—Journeys on Transfer.

1094 An officer is entitled to travelling allowance at the rates prescribed in Chapter LII for a journey on transfer from one station to another, if he is transferred for the public convenience, and not at his own request, or in consequence of misconduct, and if he is entitled to pay or salary during the time

occupied in such journey Inferior servants should not be transferred save in exceptional cases in which there may be special reasons for a transfer

*Exception:—*1 Police officers below the rank of Assistant Superintendent, transferred from one station to another in the same district are not entitled to travelling allowance except for journeys by rail or steamer, but may be allowed the actual cost of conveyance of their necessary baggage. In Burma such officers when so transferred are however, allowed their actual expenses for journeys by boat on production of a certificate from the District Superintendent that this is the ordinary mode of travelling for persons of their class, and that the amount charged is reasonable

NOTE 1.—[Officers of the Forest Department, whether belonging to the superior or to the

NOTE 2.—[Sub-Registrars in Sind who are remunerated entirely by fees, are entitled to travelling allowance when, on public grounds, they are transferred from one station to another.]

1095 The officers mentioned in Article 1067 draw allowances under that Article for journeys on transfers between stations within the limits of the line to which they are attached. They are not, however, entitled to daily allowance for halts made in the course of the journey, unless such halts are made in connection with their duty.

1096 The rules in Articles 1070 (a) (ii) and 1070 (b) for Survey officers apply also to journeys on transfer.

Transfer of Subordinates

1097 (a) An officer of the classes specified below is, in case of transfer, money for each member of his family admissible for himself or at the vessel, full or half passage—

- (i) Departmental Officers and Warrant Officers;
- (i) Non Commissioned Military Officers,
- (ii) European Soldiers, and
- (iv) Officers of the second or third class whose pay is less than Rs. 200.

(b) If, however, any member of the family of such an officer is pre-

transfer or precedes him by a period not exceeding one month

NOTE.—[In the Military Works Department Chief Engineers of Commands exercise the powers of a Local Government under this Article.]

1098 A non gazetted officer whose salary after transfer does not exceed Rs. 400 a month, is if the transfer is to a station more than 200 miles distant

by the ordinary route, and is made for a period exceeding three months, entitled to travelling allowance as follows —

(a) For a journey by steamer or railway, to the amount actually paid in fares for the officer himself, his family, and servants, subject to the following limits —

- (i) For himself and family—four full fares of the class of accommodation to which he is ordinarily entitled
- (ii) For servants—three full fares of the lowest class

Also to the cost of carriage by cargo steamer or goods train of personal effects within the limits of the following scale —

Salary of officer	Weight of luggage
Rupees 100 or less	5 Maunds
More than Rs 100, but not more than Rs 200	■ "
More than Rs 200 . .	12 "

(b) For a journey by road, to the actual charges of locomotion for himself, his family, and three servants, up to a maximum of three times the rate of mileage to which he is ordinarily entitled, and the cost of carriage of personal effects within the scale given in the preceding clause

(c) If any member of the officer's family is prevented by good and sufficient cause from travelling with him his or her journey may be charged for within these limits. Provided he or she follows the officer within six months of the date of his transfer or precedes him by a period not exceeding one month

NOTE.—[Every officer proposing to draw travelling allowance under this Article shall, before presenting his claim submit a detailed statement explanatory of the charges incurred upon the journey to the officer to whose office he is transferred who shall after satisfying himself of their reasonableness and necessity, sign a written order (which should be attached to the bill) passing them to that extent.

1098 A Jail warders and head warders who are not in superannuation when transferred from one jail to another and police constables transferred from one district to another, are entitled to travelling allowance as follows, if they travel with their families —

- | | |
|---------------------------|--------------------------------------|
| (1) By railway or steamer | Double fare of the lowest class |
| (2) By road or boat | Two annas a mile by road and by boat |

Transfer not on Public Grounds, and for Miscellaneous

1099 (a) When an officer is transferred otherwise than for the public convenience a copy of the order of transfer shall be sent to the Audit Officer of the circle of audit in which he is serving, with an endorsement stating the reason of the transfer. In the absence of such an endorsement the Audit Officer shall assume that the officer has been transferred for the public convenience

(b) In the case of non gazetted officers a certificate from the head of the office may be accepted in lieu of the copy of the order prescribed by clause (a)

1100 The authority competent to order the transfer may, if it thinks fit, by special order, permit an officer transferred for misconduct to draw travelling allowance

Transfers from the Army

1101 A military officer joining an appointment in the Civil Department may draw travelling allowance subject to the conditions laid down in this Section

1102 A Non Commissioned officer of the Native Army, who elects at request for service in the Forest Department, under the rules in force in that

Appointment changed in Transit

1103 one appoint station to the at which he receives his further orders, and thence to his new station from old ing)

When Leave intervenes

1104 An officer is entitled to travelling allowance under this Section if, after giving over charge of his office, he takes privilege or examination leave before joining his new office

1105 An officer transferred during privilege or examination leave is entitled to travelling allowance from his old station, or from the place where he receives the order of transfer, whichever is less

1106 An officer who, while in transit, obtains furlough on medical certificate, is entitled to travelling allowance calculated for the journey from the old station to the furthest place to which he has proceeded on the route to his new station

1107—1109. *Cancelled.*

Section III—Journeys to Hill Stations

1110 Special rules—not incorporated in these Regulations—are prescribed for officers and establishments moving with the head quarters of a Government to and from a hill sanitarium

1111. *Cancelled.*

1112 When an officer is permitted for his own convenience to conduct his duties at a hill station, neither he, nor any of the establishment which accompanies him, is entitled to travelling allowance for the journey to or from such station

Cancelled

(2nd Edition No. 345, dated the 10th March 1914)

rates for the cost of the carriage of his clerks or records than are essential to the efficient Any small establishment which he may require to take may be granted the following allowances, if admissible under, and subject to the conditions of, the Hill Allowance Rules of the Provinces.

- (i) Personal Travelling Allowance
- (ii) Special Maintenance Allowance, or Deputation Allowance
- (iii) Family Maintenance Allowance
- (iv) House rent calculated according to the proportion which the period of residence of the Accountant General's office establishment at the hill station bears to the whole period of the residence there of the Secretariat establishment of the Local Government

Other officers

1114 Officers other than those mentioned in the Hill Allowance Rules (see Article 1110), who require to go to a hill station on duty, are, under the ordinary rules, entitled to travelling allowance for the journey there and back and to daily allowances for the period of halt there on duty. But Local Governments and heads of departments have power to refuse, and should refuse, travelling allowance to an officer who visits a hill station on duty if he prolongs his visit beyond the period required for the performance of the duty.

NOTE.—[In applying the ordinary rules to halts at hill stations under this Article, the general exemptions from the rule laid down in Article 1036 made by Local Governments under that Article shall be held to be inapplicable.]

1115 An Audit officer should retrench the travelling allowance, for a journey to and from a hill station, of an officer who remains at the hill station for more than ten days, unless the head of the department or, where the officer is himself the head of a department, the Local Government officially intimates that the presence of the officer was required on duty throughout the period.

Section IV—Journeys to attend Examinations.

1116 An officer is entitled to travelling allowance twice, but not more than twice, for each standard, for journeys to and fro, consequent on attendance at—

- (1) an obligatory departmental examination,
- (2) in the case of Military officers in civil employ, an examination for promotion in military rank,

- (3) an examination held under any rules in force for a reward for passing in the vernacular language of any frontier or hill tribe, or
 (4) in the case of officers in Burma, an elementary examination in Chinese

NOTE.—[The Local Government may extend the provisions of this Article to any departmental examination even though it be not obligatory]

1117 If a candidate appears to have culpably neglected the duty of preparing himself for an obligatory departmental examination during the period available for the purpose, the Head of a Department may disallow the travelling allowance to which he would otherwise have been entitled under Article 1116

1118 The Local Government may disallow travelling allowance to a candidate who fails to obtain a reward for passing in the language of a frontier or hill tribe, if such candidate does not attain to such reasonable standard as the Local Government prescribes

1119 A civil officer or a military officer in civil employ who obtains a reward for proficiency in an Oriental language, or who for the first time obtains a Degree of Honour in any language in the Second Division, is entitled to travelling allowance to and from the place of examination

1120 A Civil Assistant Surgeon or a Medical Subordinate is entitled to travelling allowance for a journey to attend an examination for promotion to a higher grade in his own service, and, if he passes the examination, for the return journey to his own station

Section V.—JOURNEYS occasioned by Leave or Retirement

1121 Save as provided in this Section an officer is not entitled to travelling allowance for a journey on proceeding on, rejoining from, or during leave

Page 305 Article 1121.

Substitute the following for this Article.—

1121 Save as provided in this Section, or by special order of the Government of India, an officer is not entitled to travelling allowance

No 270.

Page 305 Article 1122

Substitute the following —

1122. A Military officer in civil employ is entitled to the same privileges

No. 272.

Page 305 Article 1123

Substitute the following.—

1123 A Military Officer is entitled, when proceeding to

returning from leave to use the certificate in

(Military) Form F, referred to in Article 1122

No. 345.

Page 304 Article 1118.

Cancelled

(11th Edition No 345, dated the 10th March 1914)

rates for the cost of the carriage of his clerks or records than are essential to the efficient Any small establishment which he may require to take may be granted the following allowances if admissible under, and subject to the conditions of, the Hill Allowance Rules of the Province.

- (i) Personal Travelling Allowance
- (ii) Special Maintenance Allowance, or Deputation Allowance
- (iii) Family Maintenance Allowance
- (iv) House rent calculated according to the proportion which the period of residence of the Accountant General's office establishment at the hill station bears to the whole period of the residence there of the Secretariat establishment of the Local Government

Other officers

1114 Officers other than those mentioned in the Hill Allowance Rules (see Article 1110), who require to go to a hill station on duty, are, under the ordinary rules, entitled to travelling allowance for the journey there and back and to daily allowances for the period of halt there on duty. But Local Governments and heads of departments have power to refuse, and should refuse, travelling allowance to an officer who visits a hill station on duty if he prolongs his visit beyond the period required for the performance of the duty.

No. 289.

Page 304 Article 1115

Substitute the following for this Article.—

1115 An Audit Officer should retrench the travelling allowance, for a journey to and from a hill station of an officer who remains at the hill station for more than ten days unless the head of the department or, where the officer is himself the head of a department the Local Government officially intimates that the presence of the officer was required on duty throughout the period, or that he was permitted to extend his stay during authorised holidays immediately following his period of duty, the duration of which should be stated.

(11th Edition No 289 dated 1-6-12)

- (1) an obligatory departmental examination,
- (2) in the case of Military officers in civil employ, an examination for promotion in military rank,

Insert the following as a note under this Article :—

- (ii) No mileage shall be increased so as to exceed one rupee
- (iii) The allowances admissible under Articles 1011 to 1015 and under Articles 1067 to 1069 and 1072 (a) for journeys by railway shall not be increased
- (iv) The Local Government may, if it thinks fit, except any officer or class of officers from the general rate of increase, and direct that either the ordinary rates, or a lower rate of increase, be granted to such officer or class of officers

1140 In certain localities special rates of daily or mileage allowances or both, have been prescribed either generally or for particular classes of officers. A list of these special rates in the various provinces is given in the Local Manual of the Audit Officer concerned

Chapter LVI.—Special Rules for High Officers.

NOTE—[The rules in this Chapter relate to journeys on duty. Rules on the subject of journeys by railway otherwise than on duty are contained in Appendix 30.]

Viceroy, Governors, and Lieutenant Governors.

1141 The Viceroy and Governor General controls his own travelling expenses and those of his household, including the members of his personal Staff, with the exception of his Private and Military Secretaries

1142 A Governor or Lieutenant-Governor controls his own travelling expenses and those of his household, with the exception of the officers of his personal Staff. The Military Secretary and Aides de Camp to the Governor of Bombay receive their actual travelling expenses while on tour with His Excellency the Governor

1143 The travelling expenses of the Governors of Madras and Bombay and of their households, are paid out of the contract allowance for household charges

1144. A Local Government (other than the Governments of Madras and Bombay) should report to the Government of India, in the Finance Department, any representations made with regard to its travelling expenses by the Accountant-General and any measures taken in consequence of such representations

Substitute the following for this article —

1148 Additional Members of the Imperial Legislative Council and all Additional Members or Members of the Provincial Legislative Councils, who are required to leave their official head quarters or usual places of residence for the purpose of attending meetings of any such Councils or transacting business connected with their duties as Members of any such Councils, are entitled to travelling allowances in accordance with the following scale —

- (1) The travelling allowances admissible to an officer of the first class to and from the place at which the Council meets, or the business is to be transacted, and
- (2) a daily allowance for each day of residence at the place where the Council is to meet or the business is to be transacted until the close of the session or the completion of the business, at the rate—
 - (a) in the case of Additional Members of the Imperial Legislative Council, of Rs 20 a day, and
 - (b) in the case of Additional Members or Members of the Provincial Legislative Councils, of Rs 10 a day

Provided that—

- (i) an Additional Member of the Imperial Legislative Council travelling to and from the place at which the Council meets, or the business is to be transacted, by railway in a first class compartment or by steamer in a cabin reserved by him for his personal use will, for such part of the journey as may be so made, be entitled, in lieu of the allowances admissible under clause (1), to a refund of the cost of reserving such a compartment or cabin,
- (ii) any person who is at the same time a Member of the Imperial and of a Provincial Council, and who leaves the place of meeting of the Imperial Council, to attend the Provincial Council will be entitled to travelling allowances, as in clause (1) and proviso (i), for journeys between the places of meeting of the Imperial and Provincial Councils, and if the place of meeting of the Provincial Council is not the official head quarters or usual place of residence of the Member to a daily allowance at Rs 20 a day during the period of such attendance,
- (iii) an Official Member, who is in receipt of a fixed monthly travelling allowance, will not be entitled to any allowances under this article unless he leaves the limits of his jurisdiction to attend the Council or to transact business connected with his duties as a Member of the Council, in which cases he will be entitled to the same travelling and daily allowances as other Members, subject, however, to the condition that such sum as may represent the amount of his fixed monthly allowance calculated at a proportionate daily rate, shall be deducted from his travelling and daily allowances

(5th Edition No 251 dated 1-3-12)

(3rd Edition No 251 dated 1-3-12)

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with his duties as a Member of the Council, in which cases he will be entitled to the same travelling and daily allowances as other Members, subject, however, to the condition that such sum as may represent the amount of his fixed monthly allowance calculated at a proportionate daily rate, shall be deducted from his travelling and daily allowances

(3rd Edition No 251 dated 1-3-12)

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- (a) in the case of Additional Members of the Imperial Legislative Council, of Rs. 20 a day, and
- (b) in the case of Additional Members or Members of the Provincial Legislative Councils, of Rs. 10 a day :

Provided that any person who is at the same time a Member of the Imperial and of a Provincial Council, and who leaves the place of meeting of the Imperial Council to attend the Provincial Council, will be entitled to travelling allowances, as in clause (1), for journeys between the places of meeting of the Imperial and Provincial Councils, and, if the place of meeting of the Provincial Council is not the official head quarters or usual place of residence of the Member, ~~to a daily allowance of Rs. 20 a day during~~

No. 32.

Page 311 Article 1148.

Substitute the words "travelling and daily allowances" for "daily allowance" in the last line of the last paragraph of this Article

(5th Edition No 32 dated 1 10 10)

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Bishops of Calcutta, Madras and Bombay.

1149 The Bishops of Calcutta, Madras and Bombay, when on tours of visitation, draw a monthly allowance of Rs. 1,000 (which is intended to cover all their expenses and those of their clerks and messengers for journeys by land) for the whole period of visitation, in addition to the actual expenses of journeys by sea. Provided that the monthly allowance may not be drawn by any individual Bishop ~~for more than one month in any one year~~ of his term of office
is actually engaged

in view, may not be drawn for any period spent in the visitation of a Sanitarium without the express approval of the Local Government

No. 332.

Page 311, Article 1158.

Add the following to this Article :—

It is open to the officers to obtain the accommodation they are entitled to by requisition or by purchase of the necessary number of tickets for cash according to their convenience

(5th Edition, No 332 dated the 20th November 1913)

Certified that—persons ~~accommodation~~ ~~anywhere~~ ~~in~~ ~~the~~ ~~same~~

travelled with me.

When the reserved accommodation is obtained by requisition in the form prescribed in Appendix 30 the officer will purchase tickets for persons travelling with him and get the station master to sign in the requisition form a certificate to the effect that fares for such persons have been paid.]

Chapter LVII—Rules of Procedure

Countersignature

1159 A bill for travelling allowance (other than a permanent allowance) of an officer, other than the head of a department, on tour should not be paid unless countersigned by the Controlling officer. The Local Government may declare who shall be the Controlling officer for all or any of the officers of any particular department.

1160 In the following cases bills for travelling allowance shall be—

— 113 —

— Article —

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Duties

1161 (a) It is the duty of the Controlling officer to scrutinise the necessity, frequency and duration of journeys or halts for which travelling allowance (whether permanent or other) is claimed. The Controlling officer may disallow the whole or a portion of the travelling allowance claimable for any journey or halt, if he considers that the journey was unnecessary, or that it was not completed with due expedition, or that the halt was of excessive duration. He should also carefully scrutinise the distances entered in travelling allowance bills (especially in the case of journeys on tour) though they are also liable to examination by the Audit Officer, and should check any tendency to abuse the option of exchanging a daily rate for mileage under Article 1065.

(b) The Local Government may lay down any subsidiary rules that it thinks fit, for the guidance of a Controlling officer of any department.

1162 A Controlling officer (other than the Head of a Local Government or Administration including the Commissioner in Sind) may not delegate the duty of countersignature to a subordinate.

1163 Countersignature does not dispense with the necessity for formal audit with reference to rates, distances, and general conditions. An Audit Officer will accept countersignature by the proper authority as final evidence that the fact of the journey on which the claim is founded are correct, and that the claim is admissible with reference to Article 1161 (a) and to any

departmental rules It is the duty of the Controlling and not of the Audit Officer to enforce departmental rules

REFERENCE TABLES

ABBREVIATIONS USED IN THESE TABLES

Not in the 3rd edition. Ex. Exception r rule or rules, n note or notes O, omitted
app appendix

TABLE I—Showing where the rules of the 4th or 5th Edition are to be found in the 3rd Edition of the Civil Service Regulations

REFERENCE TO		REFERENCE TO		REFERENCE TO		REFERENCE TO		REFERENCE TO	
4th or 5th Edn.	3rd Edn.	4th or 5th Edn.	3rd Edn.	4th or 5th Edn.	3rd Edn.	4th or 5th Edn.	3rd Edn.	4th or 5th Edn.	3rd Edn.
1	1	29	16	56	71	84	101	109	128
2	2	29A*	N	57	72	84A*	N	110	129
3	3	29B*	36A	58	73	85 & n	103-105	111	130
4	5 6 7	31	37	59	75	1 & 2	& n	112	131
5	8	32	38	60	76 211	86	106	113	132
6	9	33	39	61	77	87	107	114, 115	133, 134
7	10	34	40 41, 99A	62	78	88	108	116	135
8	11	35 (c) n	N	63	80	89	109 & n	117	136
9	12 (a)	36	43	64	81	90	110 & n	118	137
10	13	37	45	65	81A	90 n	111	119	138
11	14A	38	47	66	82	91	112	120	139
12	14B	38 r 5	N	67	83	92	113	121	140
13	15	39	48	68	84	93	114	122	141
14	15A	40	49	69	85	94	115	123	142A
15	17	41	50	70	86	95	116	124	142
16	18	42	53	71	88	96	117	125†	143A
17	19	43	53	72	89	97	118	126	142B
18	20	44	54	73	90	98†	119	127	143
19	21	45	56	74	91	100†	120	128	144
20	22	46	57	75	92	101†	121	129	145
21	25	47	58A	76	93	102†	122	130	146
22	26	48	59	77	94	103†	123A	131	146A
23	29	49	60 to 62	77A	N	104	124	133	147
24	30	50	60 to 62	78	95	105	125	133(a)	148, 149
25	31	51	63	78A*	N	106	126	133(b)	N
26	32	52	64	79	96	107	127	134†	149
27	33	53	67	80	97	108 (a)	127-I	135	150
28	34	54	68	81	98	108 (b)	295 n	136	151
		55	69	82	100		131		

*New Act also in the 5th Edition
†1st Edition Act cancelled in the 5th Edition

REFERENCE TO		REFERENCE TO		REFERENCE TO		REFERENCE TO		REFERENCE TO	
4th or 5th Edn	3rd Edn	4th or 5th Edn	3rd Edn	4th or 5th Edn	3rd Edn	4th or 5th Edn	3rd Edn	4th or 5th Edn	3rd Edn
137	162	170	183	199	223	229 n	261 (b)	261	293
138	151	171	189	200†	220	230	262	262†	294
139	164A	172	190	201	227 n (2)	231	263	262 n	N
139A	N	173	191	201 n	227	232	264	263	295
140	153	174	192	202	228	233 (i)	261A(i)	264	296
141	156	175	193	203	229	(ii) (iv) & to (v)		265	298
142	157 & n 2	176	194	203A	N	233 (i) & n		266	299
143	157 1	177	195	204	230 231 (a)	234	265	267	300
144	158	178	196	205 (a)	232	235	266	268	301
145†	159	179	197	205 (b)	231	236	267	269	303
146†	160	180 (a)	197 200	206	230	237	268	270	304
147	161	(i) & (d)		207	235 1	237 (c) n	269	271	306
148	162	180 (a)	198	208	236	238	270	272	307
149	163	(n)		209	23	239	271	273	308
150	164	180 (a)	199	210	237	240	272	274	309
151	165	(iii)		211	238	241	273	275	310
152	166	180 (c)	199A	212	239	242	274	276	311
153	167	181	201	213	240 241	243	275	277	311A
154	167A	182	202	214	242 & n	244	276	278	311B
155	168	183	203	215 n 1	243	245	277	279	312
156	169	184	204	215 n 2	244 n	246	278	280	313
157	170 172	185	205	216	245	247	279	281	314
157A	171	186	206	217	246	248	280	282	315
157B	N	187	207	218	247	249	281	283	315A
158	173	188	208	219	248	250	282	284	316
159	174	189	209	220	249	251	283	285	317
160	175	190	210	221	250	252	284	286	318
160A	N	191	211	222	251	253	285	287	319
160B	N	192	212	223	252	254	286	288	320
161	176	193	213	224	253	255	287	289	321
162	177	194	214	225	254	256	288	290	322
163	178	195	215	226	255	257	289	291	323
164	179	196	216	227	256	258	290	292	324
165	180	197	217	228	257	259	291	293	325
166	181	198	218	229	258	260	292	294	326
167	182	199	219	230	259	261	293	295	327
168	183	200	220	231	260	262	294	296	328
168 n	184, 187	201	221	232	261	263	295	297	329
169	185	202	222	233	262	264	296	298	330

REFERENCE TO		REFERENCE TO		REFERENCE TO		REFERENCE TO		REFERENCE TO	
4th or 5th Edn	3rd Edn	4th or 5th Edn	3rd Edn	4th or 5th Edn	3rd Edn	4th or 5th Edn	3rd Edn	4th or 5th Edn	3rd Edn
294	327	324	355	359	391	393	431	426	468
2951	329	325	356 (a)	380	392	394	432	427	469
296	329	326	356(b)896	361	393	395	433	428	470
297	330	327	35	362	394	396	434	429	471
298	333	328	353 & r 1	363	395	397†	435	430	472
299	334	319	358 A	364	396	398	436	431	473
300 (a)	335 (b)	330	362	365	398	399	437	432	474
300 (b)	335 (c)	331	363	365 n	400	400	439	433	475
301	336	332	366	366	399	401	439	434	476
302	337	333	266 A	367	402 (a)	402	440	435	477
303	338	334	367	368	403 (b) & (c)	403	441	436	478
304 (a)	339 (a)	335	368	369	404	404	441 A	437	480
304 (b)	339 (c)	336	369	370	405	405†	442	438	481
305	339 A	337	370	371	406	406†	443	439	482
306	339 B	338	371	372	407	407	445	440	483
307	339 C	339	372	373	408	408	446	441	485
308	340	340	373	374	409	409	447	442	486
309	341	341	374	375	409 A	409 n	N	443	487
310	342	342	374 A	376	410	410	448	444	488
311	343	343	375	377	411	411 (a)	449	445	489
312	344	344	376	378	412	411 (c) to (d) & (e)	N	446	490
313	345	345	377	379	413	412	452	447	491
314	346	346	378	380	414	413	451	448	492
315	347	347	379	381	415	414	453 456	449	493
316	348	348	380	382	416	415†	457	450	494
317	349	348 A*	381	383	417	416	458	451	495
318 (a)	350 (a)	350	382	384	419	417	459	452	496
318 (b)	350 (b)	351	383	385	420	418	460	453	497
319	351	352	384	386	421	419	461	454	498
320	351 A	353	385	387	422	420	463	455	499
321 (a)	352	354	386	388	423	421	464	456	500
321 (b)	352 A	355	387	389	424	422	465	457	501
321 r 1 & 2	360 360 A	356	388	390	425	423	465 A	458	502
322	353	357	389	391	426	424	466	459 (i) & n 1	503 (a) & r 1
323	354	358	390	392	427	425	467	& 2	& n

* New Article in the 5th Edition

† & 2 Edition Articles cancelled in the 5th Edition

REFERENCE TO		REFERENCE TO		REFERENCE TO		REFERENCE TO		REFERENCE TO	
4th or 5th Edn	3rd Edn	4th or 5th Edn	3rd Edn	4th or 5th Edn	3rd Edn	4th or 5th Edn	3rd Edn	4th or 5th Edn	3rd Edn
459(b)	503(c)	493	536	517	573	552	611	583	647
460	504	493	537	518†	573	553	612	584	648
461	505	494(1)	538	519	574	554	613	585(a)	649(a)
462†	506	494(2)	539	520	575	554.1 & 2	609 r 2 & 3	585(a) ⁿ	650 N
463	507	494(3)	540	521	576	555	614	58(b) & (c)	649(b) & (c)
464	508	494(4)	541	522	577	556	615	586	649A
465	509	495	542	523	578	557	616(a)	587	651
466†	510	496	543	524†	579	557 n	616(b)	588	652
467	511	497†	544	525	581	558	617	589	653
468	512	498	545	526	582	559	618	590	654
469	513	499	546	527	583	560	619	591	655
470	514	500	548	528	584	561	620	592	656
471	515	501(a) & r 1	549(a)	529	587	562	621	593	656A
471 n	516	501(b)	549(d)	530	587 A	563	622	594	657 & Es,
472	516	501(c)	549(f)	531	588	564	623	595	658
473	517	501(d)	549(g)	532	589	564A N	624	596	659
474	518	501()	549	533	590	566	625-627	597	659 A
475	519	501 n	550	534	591	567	626	598	660
476	520	502	551	535	592	568	627	598A	661
477	521 A	502 n	552	536	593	569	628 A	600	662
478	522	503	553	537	594	570	629	601	664
479	523	504	554	538	595	571	630	601 n	664 n
480	524	505	555	539	596	572(a)	636(a) & (b)	602	665
481	525	506	556	540	597	572(b)	636(c)	603	666
482	526	507	557	541	598	573(a)	637(a) & (b)	604	669 070
483	527	508	558	542†	599	573(b)	637(c)	605	671
484	528	509A*	559 N	543	600	574	638	606	672
484 Fx	529	510	560	544	601	575	639	607	673
485	530 A	510A*	561	545	602	576	640	608	674
486	531	511	562	546	603	577†	641	609	675
487	532	512	563	547	604	578†	642	610	676
488	533	513†	564	548	605	578†	643	611	677
489	534	514	565	549	606	580	644	612	678
490	535	515	566	550	607	581	645	613 Fx	679
491	536	516	567	551	608	582	646(f)	614	681

* See note on page 308 & 309.
† 5th Edn is in A 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 228, 229, 230, 231, 232, 233, 234, 235, 236, 237, 238, 239, 240, 241, 242, 243, 244, 245, 246, 247, 248, 249, 250, 251, 252, 253, 254, 255, 256, 257, 258, 259, 260, 261, 262, 263, 264, 265, 266, 267, 268, 269, 270, 271, 272, 273, 274, 275, 276, 277, 278, 279, 280, 281, 282, 283, 284, 285, 286, 287, 288, 289, 290, 291, 292, 293, 294, 295, 296, 297, 298, 299, 300, 301, 302, 303, 304, 305, 306, 307, 308, 309, 310, 311, 312, 313, 314, 315, 316, 317, 318, 319, 320, 321, 322, 323, 324, 325, 326, 327, 328, 329, 330, 331, 332, 333, 334, 335, 336, 337, 338, 339, 340, 341, 342, 343, 344, 345, 346, 347, 348, 349, 350, 351, 352, 353, 354, 355, 356, 357, 358, 359, 360, 361, 362, 363, 364, 365, 366, 367, 368, 369, 370, 371, 372, 373, 374, 375, 376, 377, 378, 379, 380, 381, 382, 383, 384, 385, 386, 387, 388, 389, 390, 391, 392, 393, 394, 395, 396, 397, 398, 399, 400, 401, 402, 403, 404, 405, 406, 407, 408, 409, 410, 411, 412, 413, 414, 415, 416, 417, 418, 419, 420, 421, 422, 423, 424, 425, 426, 427, 428, 429, 430, 431, 432, 433, 434, 435, 436, 437, 438, 439, 440, 441, 442, 443, 444, 445, 446, 447, 448, 449, 450, 451, 452, 453, 454, 455, 456, 457, 458, 459, 460, 461, 462, 463, 464, 465, 466, 467, 468, 469, 470, 471, 472, 473, 474, 475, 476, 477, 478, 479, 480, 481, 482, 483, 484, 485, 486, 487, 488, 489, 490, 491, 492, 493, 494, 495, 496, 497, 498, 499, 500, 501, 502, 503, 504, 505, 506, 507, 508, 509, 510, 511, 512, 513, 514, 515, 516, 517, 518, 519, 520, 521, 522, 523, 524, 525, 526, 527, 528, 529, 530, 531, 532, 533, 534, 535, 536, 537, 538, 539, 540, 541, 542, 543, 544, 545, 546, 547, 548, 549, 550, 551, 552, 553, 554, 555, 556, 557, 558, 559, 560, 561, 562, 563, 564, 565, 566, 567, 568, 569, 570, 571, 572, 573, 574, 575, 576, 577, 578, 579, 580, 581, 582, 583, 584, 585, 586, 587, 588, 589, 590, 591, 592, 593, 594, 595, 596, 597, 598, 599, 600, 601, 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616, 617, 618, 619, 620, 621, 622, 623, 624, 625, 626, 627, 628, 629, 630, 631, 632, 633, 634, 635, 636, 637, 638, 639, 640, 641, 642, 643, 644, 645, 646, 647, 648, 649, 650, 651, 652, 653, 654, 655, 656, 657, 658, 659, 660, 661, 662, 663, 664, 665, 666, 667, 668, 669, 670, 671, 672, 673, 674, 675, 676, 677, 678, 679, 680, 681, 682, 683, 684, 685, 686, 687, 688, 689, 690, 691, 692, 693, 694, 695, 696, 697, 698, 699, 700, 701, 702, 703, 704, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714, 715, 716, 717, 718, 719, 720, 721, 722, 723, 724, 725, 726, 727, 728, 729, 730, 731, 732, 733, 734, 735, 736, 737, 738, 739, 740, 741, 742, 743, 744, 745, 746, 747, 748, 749, 750, 751, 752, 753, 754, 755, 756, 757, 758, 759, 760, 761, 762, 763, 764, 765, 766, 767, 768, 769, 770, 771, 772, 773, 774, 775, 776, 777, 778, 779, 780, 781, 782, 783, 784, 785, 786, 787, 788, 789, 790, 791, 792, 793, 794, 795, 796, 797, 798, 799, 800, 801, 802, 803, 804, 805, 806, 807, 808, 809, 810, 811, 812, 813, 814, 815, 816, 817, 818, 819, 820, 821, 822, 823, 824, 825, 826, 827, 828, 829, 830, 831, 832, 833, 834, 835, 836, 837, 838, 839, 840, 841, 842, 843, 844, 845, 846, 847, 848, 849, 850, 851, 852, 853, 854, 855, 856, 857, 858, 859, 860, 861, 862, 863, 864, 865, 866, 867, 868, 869, 870, 871, 872, 873, 874, 875, 876, 877, 878, 879, 880, 881, 882, 883, 884, 885, 886, 887, 888, 889, 890, 891, 892, 893, 894, 895, 896, 897, 898, 899, 900, 901, 902, 903, 904, 905, 906, 907, 908, 909, 910, 911, 912, 913, 914, 915, 916, 917, 918, 919, 920, 921, 922, 923, 924, 925, 926, 927, 928, 929, 930, 931, 932, 933, 934, 935, 936, 937, 938, 939, 940, 941, 942, 943, 944, 945, 946, 947, 948, 949, 950, 951, 952, 953, 954, 955, 956, 957, 958, 959, 960, 961, 962, 963, 964, 965, 966, 967, 968, 969, 970, 971, 972, 973, 974, 975, 976, 977, 978, 979, 980, 981, 982, 983, 984, 985, 986, 987, 988, 989, 990, 991, 992, 993, 994, 995, 996, 997, 998, 999, 1000.

REFERENCE TO		REFERENCE TO		REFERENCE TO		REFERENCE TO		REFERENCE TO	
4th or 5th Edn	3rd Edn.	4th or 5th Edn	3rd Edn.	4th or 5th Edn	3rd Edn	4th or 5th Edn	3rd Edn	4th or 5th Edn	3rd Edn
614	682	649	719	683	752	715	775G(I)	740 n	783
615	683	650	720	684	753	716	775H(II)		791(n)
616	684	651	721	685	754		775G(II)	741	790
617	685	652	722	686	755	717	775H		791
618	686	653	723	687	757		(III)	742	787A
619	687	654	724	688	758	717 n ²	775G(II)	743	788
620	688	655	725	689	759		775H		792 7 1/2
621	689A	656	726	690	760	718	(III)	744	797
622	689B	657	727	691	761		7.50	745	794
623	689C	658	727A	692	762	719	(III)	746	800
624	689D	659	728	693	763		7.5H	747	801
625†	689E	660	729	694(a)	764	720	(IV)	748	802
626	689F	661	730	694 b)	765 773		775G	749	803
627	690	662	731	695	769A	721	(V)	750	804
628	691	663	732	696	766		775G	751	805
629	692	664	733	697	767	722	(IX)	752 †	806
630	693	665	733A	698	768		775G(I)	753	807
631	694	666	734	699	771	723 n.	(II)	754	808
632	695	667	735	700	772		77 H	755	809
633	696	668	735A—	701	774	724	(II)—	756	810
634	697	669	740A	702	775		(V)	757	811
635	703	670	741	703	775A	725	775H(I)	757A	812
636	704	671	742	704	775B(a)		(VI)	758	813
637	705	671 n	744A	705	(b) & (d)	726	(VII)	759	814
638	706	672	745	706	77.1 (e)		775H	760	815(a)†
639	707	673	746	707	(b) & (c)	727	(VI)	761(a)	815(b)
640	711(a)	674	746A	708	775C(d)		(VII)	761(b)	815(c)
641	712	675	747	709	775D	728	(VIII)	762	816
642	713	676	748	710	N		(VIII)	763	817(a)
643	714A	677	749	711(a)	775E(e)	729	(VIII)	764	819
644	715	678	750	711(b)	775D		780A	765	820
645	716	679	751	712	775F	730	780B	766	821
646	717	680	752	713	775G	731	781	767	822
647	718	681	753	714	775H		782	768	823
648	718A	682	754		775I	732	783	769	824
					775J	733	784	770	825
					775K	734	785	771	826
					775L	735	786	772	827
					775M	736	787		828
					775N	737	788		
					775O	738	789		
					775P	739	790		
					775Q	740	791		
					775R		792		

REFERENCE TO		REFERENCE TO		REFERENCE TO		REFERENCE TO		REFERENCE TO	
4th or 5th Edn	3rd Edn	4th or 5th Edn	3rd Edn	4th or 5th Edn	3rd Edn	4th or 5th Edn	3rd Edn	4th or 5th Edn	3rd Edn
773	829	806	866	838	902, 906	864 n.	939	895	975
774	830	807	867	839	903	865	940	896	976
775	831	807 n	N.	840	909	866	941	897	977
776	832	808	868	841(a)	910(a)	867	942	898	978
777	833	809	869	841(b)	915(a) & (b)	868	943	899	980
778	834	810	870	841(c)	910(b)	868 r 1	946	900	981
779	835	811	871, 79	841(d)	915(a) 910(c)	869	948	901	982
780	836	812	79	842	911	870	943	902	983
781	837	813	872	843	912	870(b)n	944	903	984
782	838	814	873	844†	913	871	949	904	985
783A*	N								
783B*	N	815	874, 875	845†	914	872	950	905	986
783	839	816	876	846	919	873	950A, 953A	906	987
784	840								
785	841	817	877	847	919	874	951	907	988
786	842	818	881	848	920	875	952	908	989
787	843	819	882	849	921	876	953	909	990A
788	844	820	883	850	922	877	954	910	990
789	845	821	884	851	923	878	955, 957	911	991
790	846	822(a)	885 (a) &	852	924	879	956	911(c)n	N
791	847			853	925	880	958	912	992
792	848A	822(b)	885 (c)	853	925	881	959	913	993
793	852	823	885, 887	854	927	882	961	914	994
794	853	824	888	855(a)	929(a)	882	961	915	995
795	854, 855	825	889	855(b)	930(d) 929(f)	883	961	916	996
796	857	826	891	855A	N	884	962	916	996
797	858	827	892	856	930(a) to (c)	885	963	917	997
798	859	828	893	857	931(a), (c) & (d)	886	964	918	998
798 n	N	829	894			887	965	919†	999
799	860	830	895	858	932	888	966	920†	1000
800	861	831	897	859	933	889	967	921†	1001
801	862	832	899	860	934	890	969	921† n. (1) (4)	N.
802	863	833	903	861 a)	935(a) to (d)	601	969	921† n. (5) & (6)	1002
803	864	834	904	861(b)	935 (c)	892	972	922	1003
804	865 (2) (3) & n	835	905	862	936	893	973	923	1004
805	865	836	906	863	937			924	1005
		837	907	864	938	894	974	925	1006A

* New Articles in the 11th Edn 1900
 p 4 & Edn 1900, cancelled in the 11th Edn 1900.

REFERENCE TO		REFERENCE TO		REFERENCE TO		REFERENCE TO		REFERENCE TO	
4th or 5th Edn.	3rd Edn.	4th or 5th Edn.	3rd Edn.	4th or 5th Edn.	3rd Edn.	4th or 5th Edn.	3rd Edn.	4th or 5th Edn.	3rd Edn.
927	1010	960	1012	992	1083	1023	1116	1055Ex.	1158
928	1011	961	1011	993	1081	1024	1117	1056	1159
929	1012	962	1017	994	1085	1025	1118	1056n	1161
930	1013	963	1048	995	1086, 1087	1026	1119	1056r1	1163
931	1014	964	1019	996	1089, 1090	1027†	1119A	1057	1150
932	1014A	965	1030			1028	1120	1058	1160, 1162
933	1015	966	1031, 1032	997	1090	1029	1121		
934	1015A	967	1033	998	1091	1030	1122, 1123	1059	1164
935	1016	968	1034	999	1092			1060	1165
936	1017	969	1035	1000	1093, 1095	1031	1124	1061	1166
937	1018	970	1036			1032	1125	1062	1166A
938	1019	971	1037	1001	1094	1033	1126	1063	1167
939	1020	972	1038	1002	1096	1034	1127	1063Ex	1168
940	1021	973	1039	1003	1097	1035	1128	1064	1169
941	1022	974	1040	1004	1097A	1036	1129, 1130A	1065	1170
942	1023	975	1041	1005	1098			1066	1170A
943	1024	976	1042	1006	1099	1037	1131	1067	1171
944	1025	977	1043	1007	1100	1038	1132	1068	1172
945	1026	978	1044	1008	1101	1039	1133	1069	1173
946	1027	979	1045	1009	1102	1040	1134	1070	1174
947	1028	980	1046	1010	1103	1041	1135	1071	1175
948	1029	981	1047	1011	1105	1042	1141	1072	1176
949	1030	982	1048	1011Ex	1106	1043†	1142	1073	1177
950	1031	983	1049	1012	1107	1044	1145	1074	1178
951	1032	984	1050	1013	1107A	1044Ex	1146	1075	1181
952	1033	985	1051	1014	1108	1045	1147	1076	1179
953	1034	986	1052	1015	1109	1046	1149	1076Ex	3000n, 1180
954	1035	987	1053	1016	1110	1047	1150	1077	1183
955	1036	988	1054	1017	1111	1048	1151	1078	1184
956	1037	989	1055	1018	1112	1049	1152	1079	1184A
957A	1038	990	1056	1019	1113	1050	1153	1080	1185
957 n 1	1039An	991	1057 (a)	1020	N.	1051	1154	1081	1186
957 n 2	N		1058	1021	1114	1052	1155	1082	1187— 1189A 1190
958	1040		1059	1022	1115	1053	1156	1083	
959	1041		1060			1054	1157	1083Ex	1191

TABLE II—Showing where the rules of the 3rd Edition are to be found in the 4th or 5th Edition of the Civil Service Regulations.

REFERENCE TO		REFERENCE TO		REFERENCE TO		REFERENCE TO		REFERENCE TO	
3rd Edn	4th or 5th Edn	3rd Edn	4th or 5th Edn	3rd Edn	4th or 5th Edn	3rd Edn	4th or 5th Edn	3rd Edn	4th or 5th Edn
1	1	23	20	53	42	81A	65	113	93
2	2	23	App 1	53 & n. & Example	43 & n	82	66	114	90 n
3	3	21	0	54	44	83	67	115	94
5	4	23	21	55	0	84	68	116	95
6 (a)	4	26	22	56	45	85	69	117	96
6 (b)	4 n 1	27	0	57	0	86	70	118	97 & 4 App
6 (b) n	0	29	23	57A	0	88	71	119	98
6 (c)	4	30	24	58	46	89	72	120	99†
7 (a)	4	31	25	59A	47	90	73	121	100†
7 (a) n	4 n 2	31A	0	60	48	91	74	122	101†
7 (b)	0	32	26	60—62	49, 50	92 n	75	123	102†
7 (c)	0	33	27	63	51	93	76	123 A	103†
9	5	34	28	64	52	93(m) n	0	124	104
10	6	35	0	65	0	94	77	125	105
11	7	36	0	67	53	95	78	126	106
11 (iv) n	8	36A	30	68	54	96	79	127	107
12 (a)	9	37	31	69	55	97	80	127 I	108 (a)
12 (b)	0	38	32	70	176	98	81	128	109
13	10	40 41	34 & App 1	71	56	99	82	129	110
14	0	42	35	72	57	99A	App 1	130	111
14A	11	43	36	73	58	100	83	131	112, 108 (b)
14B	12	44	37	75	59	101	84	132	113
15	13	46	0	76	60	103—105	85	133	114, 115
15A	14	47	38	77	61	106	86	133 n.	0
16	29	48 & ex-amples 1 & 2 & r 1	39 & r 13	78	62	107	87	134 (a) & n 2	115 (a)
17	15	49	40	79	811, 812	108	88	134 (a) n. & (b)	115 (a) & (b)
18	16	50	41	80 & n 1	83 & n 1	109 & n	89	135	116
19	17	51	0	81	64	110 & n	90	136	117
20	18	52	0	82	65	111	91	137	118
21	19	53	0	83	66	112	92	138	119

† 4th Edition Articles, cancelled in the 5th Edition

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135	119	166	152	195	180 (a) (n)	232	205 (a)	261	232
139	120	167	153	193 A	180 (c)	233	0	261 A	233
140	121	167 n	0	199	180 (a)	234	205 (b)	265	234
141	122	167 A	154	200	(m) 180 (a)	235	206	263	235
141 A	123	168	155	201	(v) 181	235 A	207	267	236
142	124	169	133 (a)	202	182	236	208	268	237
142 A	125†	170	156	203	183	237	0	269	238
142 B	126	171	157	204	184	238	0	270	239
143	127	172	158	205	185	239	209	271	240
144	128	173	158	206	186	240	211	272	241
145	129	174	159	207	187	241	60	273	242
146	130	175	160	208	188	242 & n	214	274	243
147 A	131	176	161	209	189	243	215 & n. 1	275	244
147	132	177	162	210	190	243 n	215 n 2	276 A	245
148	133 (a)	178	163 & App 6	211 212	191	244	217	277	246
149	134†	179	164	213, 214	192	245	216	278	247
150	135	180	165	215	193	246	217	279	248
151	136	181	166	216	194	247	218	280	249
152	137	182	167	217	0	248	219	281	250
153	138	183	0	218	195	249	219	282	251
154	139	184	168	219	196	250	219	283	252
155	140	185	168 n	220	197	251	237 (c) n	284	253
156	141	186	169	221	198	252	220	285	254
157	142	187	169 n	222	199	253	221	286	255
157 n (1)	■	188	170	223	200†	254	222	287	256
157 A	143	189	171	224	201 n	255	223	288	257
158	144	190	172	225 n 1	0	256	224	289	258
159	145†	191	173	226 n 2	201	257 A	225	290	259
160	146†	192	174	227	202	258	226	291	260
161	147	193	175	228	203	259	227	292	261
162	148	194	176	229	204	260	228	293	262
163	149	195	177	230	0	261 (a)	229	294	262†
164	150	196	178	231 (a) (b) & (c)	0	261 (b)	229 n	295	263
165	151	197	180 (a) (b) & (c)	231 (a) ¹	204	262	230	295 n	108 (a)
166	152	198	181	231 (b)	0	263	231	296	264

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298	285	328	295	351A	320	381	349	415	381
299	286	329	296	352	321 (a)	382	350	416	382
300	287	330	297	353A	321 (b)	383	351	417	383
300 n.	1076	333	298	354	322	384	352	418	384
301	288	334	299	355	323	385	353	419	385
302	0	335 (a)	300	356	324	386	354	420	386
303	289	335 (b)	300 (a)	356 (a)	325	387	355	421	387
304	270	335 (c)	300 (b)	356 (b)	326	388	356	422	0
305	0	336	301	357	327	389	357	423	0
306	271	337	302	358 & r 1	328	390	358	424	388
307	272	338	303	359A	329	391	359	425	389
308	273	339 (a)	304 (a)	360	321 r 1	392	360	426	390
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